

MINNESOTA
DEPARTMENT OF
ECONOMIC SECURITY

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AFFIRMATIVE
ACTION PLAN
2003-2005

January of 2003

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**AFFIRMATIVE ACTION PLAN
BIENNIUM 2003-2005
MINNESOTA DEPARTMENT OF ECONOMIC SECURITY**

Metro Area

1. A review of our workforce revealed underutilization of the following protected group(s) in the following goals units: (Check each unit appropriately.)

Goals	Women	Minorities	Disability
Officials/Managers	x	x	x
Professionals	x	x	
Technicians			
Protective Service Workers			
Paraprofessionals			
Office/Clerical	x		x
Skilled Craft Workers			
Service/Maintenance	x		x

2. This plan is and will be posted at the following central locations so that every employee is aware of the Department's commitment to Affirmative Action for the biennium.

To be posted on the Department of Economic Security intraweb and in the MDES' Office of Diversity and Equal Opportunity.

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

Kathy Mullarky
Equal Opportunity Officer

12/19/02
Date

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

Earl Wilson
Commissioner

12/19/02
Date

5. This annual plan meets the rules governing Affirmative Action, MCAR Chapter 3905.0600, statutory authority 43A.04, and contains the goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Ms. Swath
ODEO Director at DOER

12/31/02
Date

**AFFIRMATIVE ACTION PLAN
BIENNIUM 2003-2005
MINNESOTA DEPARTMENT OF ECONOMIC SECURITY**

Greater Minnesota

1. A review of our workforce revealed underutilization of the following protected group(s) in the following goals units: (Check each unit appropriately.)

Goals	Women	Minorities	Disability
Officials/Managers	x	x	x
Professionals	x	x	
Technicians			
Protective Service Workers			
Paraprofessionals			
Office/Clerical	x		x
Skilled Craft Workers			
Service/Maintenance	x		n/a

2. This plan is and will be posted at the following central locations so that every employee is aware of the Department's commitment to Affirmative Action for the year.

To be posted on the Department of Economic Security intraweb and in the MDES' Office of Diversity and Equal Opportunity.

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Kathryn Mullarky
Equal Opportunity Officer

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Ms. Swath
ODEO Director at DOER

12/31/02
Date

MDES' COMMISSIONER'S STATEMENT OF COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Minnesota Department of Economic Security (MDES), as an employer and a provider of public services, is strongly committed to the equitable application of the principles of Affirmative Action, Equal Opportunity and Diversity.

Affirmative Action is the concept of taking positive steps to improve the work opportunities for those individuals who may have been discriminated against in the past and who may continue to suffer the effects of discrimination. Our State Legislature has designated three protected groups. They are racial minorities, women, and persons with disabilities. The Minnesota Department of Economic Security will endeavor to recruit, hire and retain qualified protected group members where they are under-represented in our workforce.

As the Commissioner of MDES, I am committed to the Department's policy of Equal Opportunity, support our Affirmative Action Plan, and endorse the State of Minnesota's Affirmative Action efforts. It is MDES policy that no one will be denied opportunity for participation in our programs, employment, or promotion based on race, color, creed, marital status, status with regard to public assistance, disability, sexual orientation, age, religion, national origin, sex or membership in a local Human Rights Commission. The Minnesota Department of Economic Security's policies and practices are reviewed periodically in order to identify and eliminate any barriers to Equal Opportunity.

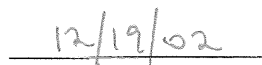
I have designated Silvia Vaccaro and Kathy Mullarky as our Equal Opportunity Officers. If any employee or client believes s/he has been subjected to discrimination, s/he should contact the Office of Diversity and Equal Opportunity (ODEO) at (651)296-1823. Our Affirmative Action Plan is available in the ODEO, Human Resources Office, library and on our IntraWeb address at:

<http://intraWeb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

I personally urge all employees to become acquainted with our Affirmative Action Plan. It is the responsibility of all employees to promote and apply the principles of Equal Opportunity in their work and to cooperate fully with the Department's Affirmative Action initiatives. I believe that Affirmative Action is a positive effort to utilize the skills and resources not only of those who have been denied opportunity in the past, but of all present and future employees. I invite you to join me in our continuing effort to ensure that Equal Employment Opportunity is a reality within the Department of Economic Security.

The MDES can provide this information in alternative formats, such as large print, Braille or audio tape, by calling 651/296-1823 (voice) or 651/282-5174 (TTY).


Commissioner


Date

RESPONSIBILITY, DUTIES AND ACCOUNTABILITY OF IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

I. MDES' Commissioner

A. Responsibilities:

The Commissioner is responsible to oversee and ensure implementation and compliance of the Department's Equal Opportunity Policy and Affirmative Action Program.

B. Duties:

- To appoint or designate the Equal Opportunity Officers.
- To include accountability for the administration of the Department's Affirmative Action Plan in his or her position description.
- To require managers and supervisors to be responsible for Affirmative Action, Equal Opportunity, Diversity, and Non-Discrimination principles in their annual objectives.
- To take action on complaints of discrimination as outlined in the Affirmative Action Plan complaint procedure.
- To issue a written statement to all employees affirming support of the State's Equal Opportunity Policy and the Department's Affirmative Action Program.
- To make decisions and changes in policy, procedures, or reasonable accommodations as may be needed to facilitate effective Affirmative Action

C. Accountability:

The Commissioner is accountable to the Governor, directly, and indirectly to the Commissioner of the Department of Employee Relations (DOER), and the DOER Director of the Office of Diversity and Equal Opportunity.

II. MDES' Equal Opportunity Officers

A. Responsibilities:

To administer the Department's Affirmative Action Program

B. Duties:

- To monitor the day to day activities of the Affirmative Action Program.
- To assist managers and supervisors in their Affirmative Action and Equal Opportunity responsibilities.
- To advise the Commissioner on all matters related to Affirmative Action and Equal Employment Opportunity.
- To investigate alleged discrimination complaints and submit written summary of the issues, findings, conclusions, and recommendations to the Commissioner.

- To establish annual hiring goals and revise the Department's Affirmative Action Plan as required by the Minnesota Department of Employee Relations.
- To ensure that the Affirmative Action Plan is available to the agency staff at several locations and in alternate formats.
- To oversee and monitor the Department's Pre-Hire Review process.
- To monitor employee exit surveys provided by DOER and to investigate identified complaints on those interviews.
- To act as a liaison between the Department and the Office of Diversity and Equal Opportunity at the Department of Employee Relations.
- To determine the need for Affirmative Action, Equal Opportunity, and Diversity training and to initiate the development of appropriate training programs.
- To provide Respect in the Workplace: Preventing Sexual Harassment, ADA and WIA Non-Discrimination and Equal Opportunity training for the Department.
- To review Department policies, procedures, programs, and reasonable accommodations for persons with disabilities and to recommend changes to the Commissioner as the individual responsible for compliance with the Americans with Disabilities Act (ADA).
- To develop recruitment strategies aimed at the recruitment of protected class persons for employment, promotion, and training opportunities.
- To maintain contacts with protected group resources for recruitment purposes, and to hold membership in community organizations to keep abreast of new developments in the area of Affirmative Action, Equal Opportunity, and Diversity.

C. Accountability

The Equal Opportunity Officers are accountable to the MDES Commissioner and Human Resources Director.

III. Directors, Managers, and Supervisors

A. Responsibilities:

To ensure compliance with the MDES Affirmative Action Program and to ensure equal treatment of all employees.

B. Duties:

- To assist the Equal Opportunity Officers in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
- To hire and promote qualified protected class members where a disparity exists, and to insure equal treatment in all aspects of employment for each protected group.
- To communicate and demonstrate a personal commitment to the Department's Affirmative Action Plan to all employees in their area of responsibility.
- To utilize Equal Opportunity Officers as consultants on Human Resource actions involving discipline and discharges of protected class employees.
- To include responsibility statements for Affirmative Action/Equal Employment Opportunity in their position descriptions and annual performance objectives.

- To assist and make recommendations to the Equal Opportunity Officers in recruitment activities and to include recruitment activities for protected group individuals.
- To discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
- To ensure the Department's Affirmative Action Plan is communicated to subordinates.

IV. Human Resources Director

A. Responsibilities:

The Human Resources Director is responsible to insure that all personnel policies are administered equitably and are uniformly applied to all employees, and shall take positive action to remove all barriers to equal employment opportunity within the Department.

B. Duties:

- To make available to the Equal Opportunity Officers all records and all informational data necessary to perform Affirmative Action duties and responsibilities.
- To allow the Equal Opportunity Officer to participate in the decision making process of some personnel actions including hiring, promotion, disciplinary actions, reallocation, transfer and termination, Department and division-wide classification studies.
- To initiate and report on specific Affirmative Action Program objectives which are incorporated into the Affirmative Action Plan.
- To aid in the recruitment of members of protected classes and notify managers and supervisors of existing disparities, at the time of the interview.

C. Accountability:

The Human Resources Director is accountable to the MDES Commissioner and Deputy Commissioner.

V. MDES' Employees

A. Responsibilities:

All employees shall be responsible for conducting themselves in accordance with the policies and procedures of the Affirmative Action Plan. Employees will refrain from any actions which would adversely affect the performance of a co-worker with respect to the their race, color, creed, religion, national origin, sex (including sexual harassment), marital status, public assistance status, disability, sexual orientation, age, or membership activity in a local Human Rights Commission.

COMMUNICATION AND DISSEMINATION OF MDES' AFFIRMATIVE ACTION PLAN

MDES continues to take proactive action to both communicate and disseminate the Affirmative Action Plan. The following describes the steps MDES is currently taking to relay the information and spirit of the Affirmative Action Plan both internally and externally.

Internal Dissemination

1. A physical copy of the Affirmative Action Plan is available at the Office of Diversity and Equal Opportunity, the Human Resources Director's office, and the MDES library.
2. The Affirmative Action Plan will be given to each member of the Commissioner's Office and Management Team in person and available electronically through the ODEO intraweb address:

<http://intraweb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

3. The Affirmative Action Plan is available to all staff at all job sites and locations through the ODEO intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

4. Statements and posters ensuring Non-Discrimination and Equal Opportunity are permanently posted and conspicuously displayed in areas available to employees and consumers at all Minnesota WorkForce Centers and MDES' locations. ODEO oversees the currency of the posters.
5. The MDES Office of Diversity and Equal Opportunity publishes brochures that outline the Department's Discrimination Complaint Procedure and Sexual Harassment Policy. The brochures are available to all employees and consumers at all WorkForce Centers, MDES locations, Office of Diversity and Equal Opportunity and electronically at the ODEO intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/discrimination.html>

6. The Affirmative Action Plan will be available to anyone who requests this information. The Office of Diversity and Equal Opportunity will supply the plan in full or in part and it will be made available, on request, in alternative format.
7. The Office of Diversity and Equal Opportunity conducts a session during New Employee Orientation (NEO) that informs new employees of MDES about the Department's commitment to Affirmative Action and Equal Employment Opportunity relevant policies and of the services provided by ODEO.
8. MDES' Affirmative Action and Equal Employment Opportunity policies and procedures are included in our Policy and Procedures Manual. The Policy and Procedures Manual is available on the MDES' intraweb address at:

<http://intraweb.des.state.mn.us/ref/ppm/ppmhome.html>

9. The Affirmative Action plan is available on the MDES intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/AAPlan/AAPlan.html>

COMMUNICATION AND DISSEMINATION OF MDES' AFFIRMATIVE ACTION PLAN

External Dissemination

1. Statements and posters ensuring Non-Discrimination and Equal Opportunity are permanently posted and conspicuously displayed in areas available to employees and consumers for employment at all Minnesota WorkForce Centers and MDES location
2. MDES will encourage recruitment resources to recruit and refer qualified females, minorities and persons with disabilities for employment with the Department.
3. The MDES Office of Diversity and Equal Opportunity publishes brochures that outline the Department's Discrimination Complaint Procedure and Sexual Harassment Policy. The brochures are available to all employees and consumers at all WorkForce centers, MDES locations, Office of Diversity and Equal Opportunity and electronically at the ODEO intraweb address at:

<http://intraweb.des.state.mn.us/support/odeo/discrimination.html>

4. MDES ensures that all client forms, brochures, handouts, and advertising have Affirmative Action and /or Equal Employment Opportunity statements which reiterate the Department's Policy or commitment. Guidelines are available at the MDES' Marketing Style Guide intraweb address at:

<http://intraweb.des.state.mn.us/market/style/guidelin.htm#print>

5. The Affirmative Action Plan is available to anyone who requests this information. The Office of Diversity and Equal Opportunity will supply the plan in part or full and it will be made available, on request, in alternative format.

MDES**DISCRIMINATION****PPM417**

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Introduction

Definitions

Policy

Complaints

-- General Provisions

-- Complaint Process

Contact Person: Silvia Vaccaro (Silvia.Vaccaro@state.mn.us)/Diversity and Equal Opportunity
651.282.5193

INTRODUCTION

Discrimination because of, based on, or directed at an individual's protected class characteristic is a violation of Title VII of the Civil Rights Act of 1964, as amended; Chapter 363 of the Minnesota Human Rights Act; the American with Disabilities Act (ADA); and the Age Discrimination in Employment Act (ADEA).

This chapter provides guidelines for dealing with discrimination in Minnesota Department of Economic Security (MDES) facilities. Employees may request more information and assistance from the MDES Office of Diversity and Equal Opportunity (ODEO). ODEO, in conjunction with the MDES Training and Learning Resources Office, offers sexual harassment training; employees must attend this training at least once every five years.

DEFINITIONS

Discrimination: To segregate, treat differently, or make an employment decision on the basis of an individual's protected class characteristic, i.e., race, color, creed, religion, national origin, sex (including sexual harassment), marital status, status with regard to public assistance, disability, sexual orientation, age, or membership in a Human Rights Commission.

Discriminatory Harassment: Verbal or physical conduct/communication of a discriminatory nature. It is when:

- 1) Submission to that conduct/communication is made either explicitly or

implicitly a term or condition of obtaining employment, public accommodations, or public services; or

2) Submission to, or rejection of, that conduct/communication is used as a factor in decisions affecting the obtaining of employment, public accommodations, or public services; or

3) That conduct/communication has the purpose or effect of substantially interfering with the obtaining of employment, public accommodations, or public services; or creating an intimidating, hostile, or offensive environment when obtaining employment, public accommodations, or public services; and in the case of employment, the employer knows or should know of the existence of the discriminatory harassment and fails to take timely and appropriate action.

Discriminatory harassment may take these forms: repeated disparaging, belittling, demeaning, or insulting remarks; repeated jokes about an employee or a characteristic unique to the employee; or sabotage of an employee's character, reputation, work efforts, or property. It may be further defined by:

- Sexual

- Any of the above behavior that is of a sexual nature that the recipient or bystander finds unwelcome.
- Unwanted sexual comments, looks, innuendoes, or suggestions about one's body or sexual activity.
- Unwanted, unnecessary touching, brushing against one's body, patting, or pinching.
- Demanding sexual favors accompanied by implied or overt threats concerning conditions of employment.
- Displaying pictures or objects depicting nude or scantily clad women or men in work areas.
- Use of language implying inferiority based on sex.
- The deliberate or careless reaction of an atmosphere of sexual harassment or intimidation.

NOTE: The Minnesota Human Rights Act defines sexual harassment as: Behavior that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when: 1) submission to that conduct or communication is made either explicitly or implicitly a term or condition of obtaining employment, public accommodations, or public services; or 2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations, or public services; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations, or public services; or creating an intimidating, hostile, or offensive employment, public accommodations, or public services; and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

- Race, Color, Sex, or National Origin

- Any behavior previously listed that is applied to one's race, color, sex, or national origin.
- Telling jokes or making derogatory remarks about one's race, color, sex, or national origin.
- Use of language implying inferiority of a race, sex, or national origin.

- Religion, Disability, Age, or Sexual Orientation

- Any behavior previously listed that is directed at an individual's religion, disability, age, or sexual orientation.
- Use of demeaning, derogatory remarks in reference to an employee's religion, disability, age, or sexual orientation.

Local Human Rights Commission: An agency of a city, county, or group of counties created pursuant to law or a resolution of a county board, city charter, or municipal ordinance for the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status.

Marital Status: Whether a person is single, married, remarried, divorced, separated, or a surviving spouse; and, in employment cases, includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

National Origin: The place of birth of an individual or any of the individual's lineal ancestors.

Person with a Disability: A person who 1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

NOTE: The Minnesota Human Rights Act defines a "qualified person with a disability" as: 1) with respect to employment, a person with a disability who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question; and 2) with respect to public services, a person with a disability who, with or without reasonable modifications to rules, policies, or practices; removal of architectural, communications, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services and for participation in programs and activities provided by the public service. For this purpose, "disability" excludes any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others.

If a respondent contends that the person isn't a qualified person with a disability, the burden is on the respondent to prove that it was reasonable to conclude the person with the disability, with reasonable accommodation, couldn't have met the requirements of the job or that the selected person was demonstrably better able to perform the job.

Religion: A commitment or devotion to a religious faith or observance. Religion includes all

aspects of religious observance, practice, and belief. An employer is obligated to reasonably accommodate the religious observances or practices of employees and applicants, unless to do so would cause an undue hardship on the context of its business.

Sex: Includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

Sexual Harassment: See "Discriminatory Harassment."

Sexual Orientation: Having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person; or having or being perceived as having an orientation for such attachment; or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" doesn't include a physical or sexual attachment to children by an adult.

Status with Regard to Public Assistance: The condition of being a recipient of federal, state, or local assistance--including medical assistance--or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

POLICY

MDES will ensure and maintain an environment that is free of discrimination and discriminatory harassment at all MDES sites and facilities.

COMPLAINTS

GENERAL PROVISIONS

- In the course of a complaint, all documentation associated with the complaint will be considered confidential; the status of the complaint, however, is public.
- Coercion, reprisal, or intimidation against those filing a complaint (the "complainant") or serving as a witness is prohibited.
- ODEO has the discretion to accept a complaint after termination of employment. Complaints usually won't be investigated while the matter is being simultaneously pursued through other internal grievance and/or appeal processes.
- The complainant, through the equal opportunity officer or the commissioner, will be advised of his/her right to file a charge of discrimination--within 365 days after the occurrence--with the Minnesota Department of Human Rights or within 300 days with the Equal Employment Opportunity Commission; or to file with an attorney in private practice.
- Regardless of the outcome of an investigation, MDES will take no adverse or retaliatory action against a complainant who reports conduct s/he considers to be a violation of MDES' policy against discrimination.

COMPLAINT PROCESS

Before filing complaints with ODEO, employees may bring discrimination concerns to their supervisors to try to reach a satisfactory resolution; supervisors must give the complainants an oral or written answer within a timely manner. Or, complainants (including employees, clients, applicants, and eligibles) may formally present complaints to the equal opportunity officer or directly to the commissioner. This is the complaint process:

Who	Step	What
Complainant	1	At the time of filing, complete an intake questionnaire, available from ODEO. Provide all supporting evidence; sign a written charge; and submit the materials to the equal opportunity officer. Complaints should be brought within one year after the occurrence.
Equal Opportunity Officer	2	<p>Determine, within 30 days of receiving the complaint, whether the complaint alleges discrimination against the individual's protected class characteristic and if the complaint is timely and proper for resolution through this complaint procedure.</p> <ul style="list-style-type: none"> • If it's determined that the complaint is in fact a discrimination complaint, continue to Step 3. • If it's determined that the complaint isn't related to discrimination, refer it to the complainant's supervisor, the Human Resources Office, the site manager, or the proper administrative agency for investigation. <p>NOTE: If the complainant is suffering irreparable harm in the absence of immediate action, the equal opportunity officer, the Human Resources director, or the commissioner may take whatever action is deemed appropriate to remedy the situation while the complaint is being investigated.</p>
	3	Investigate the complaint. This may include interviews with, or statements from, all parties involved, including the complainant, respondent, complainant's supervisor(s), witnesses, and co-workers; and a review of all pertinent records or documents relating to the complaint.
	4	Upon completion of the investigation, prepare a written report determining if the complaint was sustained. The complaint may conclude with both parties reaching an agreement on their own. The claim may also be dismissed as unsubstantiated due to a lack of evidence to conclude that discrimination has occurred.
Appropriate Management Staff	5	Review the investigation report and, if deemed necessary, take proper corrective action up to and including discharge when the investigative findings give merit to the complaint allegations.

A written explanation of the investigative findings will be provided to the complainant and respondent within 60 days after filing the complaint. Management is responsible for corrective and disciplinary action, follow-up inquiries, and any training that is felt necessary.

Regardless of the decision, the complainant may file a charge of discrimination directly with the Minnesota Department of Human Rights or with the Equal Employment Opportunity Commission (EEOC), or pursue the grievance through private court action.

The investigative file stays in ODEO. The file is confidential and kept separate from an employee's personnel file; it can only be accessed as permitted by the Minnesota Data Practices Act. Disposition of complaints must be filed with the Department of Employee Relations' commissioner within thirty days of final determination.

[Return to PPM homepage](#)

Issue date: 01/02

GOALS AND TIMETABLES

Federal and State regulations require MDES to provide annual statistics comparing the percentage of women, minority and staff with disabilities in each job group represented in MDES' workforce to the percentage of women, minorities and staff with disabilities having the requisite skills in the reasonable recruitment area and those promotable, transferable, and trainable in the contractor's organization.

MDES must then establish annual placements goals equal to the availability figures as appropriate for each job group.

The following charts show the placement goals by job group. The numbers shown indicate the percentage of persons needed to be placed through hire or promotion in order to eliminate the disparity.

Annual Placement Goals

economic security
10/01/2002

Job Group	Placement Goals (%)	
	Female	Minority
108 Economic Security Officials an	-	-
112 Executive Leadership Officials	-	-
118 Information Technology Officia	-	-
124 Management Officials and Admin	49.68	7.98
201 Accounting/Audit/Fin Professio	58.79	-
206 Diversity and EEO Professional	-	-
208 Economic Security Professional	63.26	-
210 Electronic Instal/Mntc Profess	-	-
215 Human Resources Professionals	-	-
216 Human Svcs/Develpmnt Professio	-	-
218 Information Technology Profess	31.82	8.40
219 Insurance/Benefits Professiona	71.86	-
221 Law Professionals	-	-
222 Library/Into Resource Protessi	-	-
223 Loans and Grants Professionals	-	-
229 Planning/Research Professional	-	-
231 Protective Services Profession	-	-
232 Psychology/Counseling Profess	-	-
234 Public Relations/Mrktg Profess	59.85	-
235 Purchasing/Admin Svcs Professi	-	-
239 Undesignated/All Other Profess	-	-
301 Accounting/Audit/Fin Technicia	-	-
310 Electronic Instal/Mntc Technic	-	-
316 Human Svcs/Develpmnt Technicia	-	-
318 Information Technology Technic	-	-
326 Medical/Dental/Nursing Technic	-	-

Comparison of Incumbency to Availability is performed using the Any Difference with Whole Person Rule

Annual Placement Goals

economic security
10/01/2002

Job Group	Placement Goals (%)	
	Female	Minority
330 Printing/Graphic Arts Technici	-	-
515 Human Resources Paraprofession	-	-
522 Library/Info Resource Paraprof	-	-
539 Undesignated/All Other Parapro	-	-
601 Accounting/Audit/Fin Office/CI	88.89	-
608 Economic Security Office Cleri	-	-
610 Electronic Instal/Mntc Office/	-	-
618 Information Technology Office/	-	-
628 Office Administration Office/C	-	-
803 Building/Construction Service	-	-
813 Facilities Oper/Mntc Service M	-	-
825 Manufacturing/Equip Service Ma	-	-
830 Printing/Graphic Arts Service	-	-
839 Undesignated/All Other Service	64.16	-

Comparison of Incumbency to Availability is performed using the Any Difference with Whole Person Rule

Department of Economic Security

AFFIRMATIVE ACTION PLAN – 2003-2004 HIRING GOALS FOR PERSONS WITH DISABILITIES

Utilization				Availability			
EEO4 Category	Total Employees	Disabled Employees	% of Workforce	Number	Percentage	Underutilized	Hiring Goal
Officials/ Administrators	68	6	8.82	7.69	11.31	1	1
Professionals	1213	139	11.46	131.97	10.88	0	0
Technicians	18	2	11.11	2.07	11.52	0	0
Protective Service	0	0	0	0	11.60	0	0
Paraprofessionals	10	1	10	1.09	10.86	0	0
Office/Clerical	446	48	10.76	51.56	11.56	3	3
Skilled Craft	0	0	0	0	11.55	0	0
Service Maintenance	73	4	5.48	8.30	11.37	4	4

PROGRAM OBJECTIVES

OBJECTIVE I	Examine the current status of MDES employment of minorities, women, and staff with disabilities as a means of identifying issues in Equal Employment Opportunity.
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Purpose: To identify job classifications where underutilization exists and work towards attaining a workplace that represents the composition of its community.

Action Steps:

1. Review the DOER Incumbency v. Availability report. Identify disparities and determine if issues in Equal Employment Opportunity exist.
2. Review the Department's Annual Placement goals and determine courses of actions to meet those goals.
3. Determine a timeline to meet the Department's Annual Placement goals.
4. Review the goals and timelines annually in order to determine if progress has been made.

Responsibility: Equal Opportunity Officers and Human Resources staff.

OBJECTIVE II	Implement a Pre-Hire Review Process
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Purpose: To review a supervisory hiring recommendation to ensure application of equitable and non-discriminatory selection practices.

Action Steps:

1. Develop an internal Pre-Hire Review Process.
2. Run a Pre-Hire Review Process pilot to test for comfort levels amongst supervisor, managers, and Human Resources staff.
3. Implement the Pre-Hire Review Process.
4. Educate supervisors, managers and Human Resources staff about the Pre-Hire Review Process.
5. Monitor the Pre-Hire Review Process.

Responsibility: Equal Opportunity Officers and Human Resources Director.

OBJECTIVE III	Review MDES' recruiting and hiring practices.
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Purpose: To determine the progress of the Department's efforts to recruit and hire according to Affirmative Action and Equal Employment Opportunity precepts.

Action Steps:

1. Review the Department's hiring process (ex. Multisourcing.)
2. Meet with Human Resources staff to develop a recruitment plan.
3. Review the hiring process with managers and supervisors.
4. Monitor the hiring process through the use of the Pre-Hire Review process.

Responsibility: Equal Opportunity Officers and Human Resources staff.

OBJECTIVE IV	Affirmative Action Education
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Purpose: To communicate an understanding of the definitions and guidelines regarding diversity, persons with disabilities, the reasonable accommodation process, discrimination, sexual harassment and to further an awareness and understanding of the Americans with Disabilities Act, the Rehabilitation Act, the Workforce Investment Act, the Minnesota Human Rights Act, and Title VII of the Civil Rights Act of 1964.

Action Steps:

1. Provide an overview of the Affirmative Action Plan for supervisors. Provide specific information about components of the Plan for which supervisors will be held accountable.
2. Emphasize to supervisors and managers their role in implementing the Affirmative Action Plan, fostering diversity and respect in the workplace, and creating an atmosphere that contributes to retention of protected group members.
3. Conduct sessions during New Employee Orientation (NEO) that inform new employees of MDES about the Department's commitment to Affirmative Action and Equal Employment Opportunity and of the services provided by ODEO.
4. Continue to deliver the ongoing training program of ADA overview to all new staff.
5. Continue to deliver ongoing training to all employees, managers and supervisors in employment issues under ADA included Reasonable Accommodation.
6. Develop a Diversity Initiative to support diversity in our Department's workforce.
7. Continue to provide Preventing Sexual Harassment training to all MDES employees, managers and supervisors, and partner agencies.
8. Develop training curriculum for all staff, supervisors, managers, and partners regarding the Non-Discrimination and Equal Opportunity provisions of WIA section 188.
9. Continue to update policy, brochures, posters and media to disseminate to all staff.
10. Work with the Department of Employee Relations to identify educational opportunities and resources that agency staff can access to learn more about issues related to Affirmative Action.
11. Provide quarterly reports of hiring successes to agency managers and supervisors that indicate agency affirmative hiring efforts.
12. Develop and deliver a quarterly electronic newsletter to provide monthly all staff information regarding important decisions and recent trends in Civil Rights law.

The Equal Opportunity Officers encourage suggestions for updates and input on specific topics staff would like to see addressed. The Equal Opportunity Officers also make themselves available to managers and supervisors to speak to staff about any matters pertaining to civil rights and/or Affirmative Action.

13. Continue Marketers education.

Responsibility: Equal Opportunity Officers, supervisors, managers, Human Resources, and Training and Learning Resources Office trainers.

OBJECTIVE V	Promote and Create a Respectful Workplace
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Purpose: To continue to clarify behavioral expectations within the agency through training, written documents, and other forms of communication so all employees understand the parameters for their interaction with one another.

Actions:

1. Explore Communication and Human Relations Skills training to enhance Department employees' ability to work respectfully and effectively with others.
2. Include the Department's mission and guiding values statement in New Employee Orientation packets. This document provides guidelines on how employees are expected to value one another and the Department's internal and external customers.
3. Deliver Respect in the Workplace: Preventing Sexual Harassment training to all staff with a special module for managers and supervisors.
4. Develop a Department wide Diversity Training Team.
5. Take appropriate action when employees behave inappropriately toward other employees or department customers.

Responsibility: Equal Opportunity Officers and Diversity Training Team members.

OBJECTIVE VI	Review MDES separation patterns to address disparity issues
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Purpose: To determine reasons for separation and how those reasons impact protected group members.

Action Steps:

1. Review quarterly separation reports produced by Human Resources staff.
2. Report ODEO findings and recommendations to Human Resources Director and Commissioner.

OBJECTIVE VII	Keep abreast of EEOC, Department of Human Rights, Civil Rights Center, Department of Labor, Department of Justice, and Workforce Investment Act guidance, case law, statutory requirements, procedures, and trends within the field of Civil Rights.
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1. Regularly visit the Fair Employment Practice Agencies websites for updates.
2. Review MDES training manuals to ensure currency.
3. Regularly attend training conferences that address relevant ODEO issues.
Training conferences include: Human Rights Day, Minnesota Continuing Legal Education Employment Law Training, WorkForce Investment Act Equal Opportunity Officers Training and others.
4. Maintain contact with DOER for guidance and questions on pertinent ODEO topics.

METHODS OF AUDITING, EVALUATING & REPORTING PROGRAM SUCCESS

Whenever a supervisor determines that there is a need to fill a vacancy, they must request the approval of the Assistant Commissioner in their chain of command prior to action being taken. This includes all vacancies including Permanent Classified Vacancies, Unclassified Vacancies, Temporary Vacancies and Extensions of Current Temporary Appointments as well as Emergency Vacancies.

It is suggested that the supervisor copy their HR Generalist on these requests to the Assistant Commissioner so that HR is aware that a request may be coming. It is also suggested that the Assistant Commissioner copy HR on their responses to the supervisor.

Outside Hires

When supervisors have identified a desirable candidate to fill a vacancy and that candidate is not a current MDES employee, Assistant Commissioner and Human Resources Director approval is required exceptions to this guideline are entry level clerical hires, Rehabilitation Counselor positions and ITS positions. Again, it is suggested that supervisors submit requests for outside hire approval simultaneously to their Assistant Commissioner and to the HR Director (through your HR generalist) so that delays are minimized.

Requests for outside hire should include the following information:

- Resume or application of desired candidate.
- Information (if any) about any MDES employees who were interested and eligible for the vacancy and who were not selected. If none, state none.
- Information as to why the outside candidate was selected over MDES candidates.
- Brief description of selection process used to make hiring decision.

Overall, it will continue to be necessary to have hiring decisions reviewed at the Assistant Commissioner and the Human Resources Director levels. Following are the procedures we would like to implement.

The Generalist/Aide will request a certification from an eligible list. Prepare an Interview Report. Send the certification from the eligible list, candidate applications, and the Instructions for Interview Report and Selection Process, to the hiring supervisor. The Generalist/Aide will inform the hiring supervisor if a disparity exists, but not provide any documentation that includes race, gender or disability related information about the candidates.

The supervisor will record on the hiring report whether candidates are available for the vacancy. Consult the appropriate labor contract for applicable seniority provisions. Contact candidates by phone or letter to schedule interviews. Conduct interviews. Verify information on applications, such as required licenses, certificates, etc. Give appropriate test for typing or other specialized requirements. After interviewing all candidates tentatively select a candidate and inform the generalist/aide and Assistant Commissioner of the decision.

The generalist/aide will notify the Assistant Commissioner, Human Resources Director and the Equal Opportunity Officer if a disparity exists and the selected candidate isn't a protected group member. The Assistant Commissioner, Human Resources Director and the Equal Opportunity Officer will review the potential hire to insure that it is based on objective criteria.

The Equal Opportunity Officer will maintain and keep a record of all missed opportunities and affirmative hires and continue to provide quarterly updates to DOER.

Supervisor: _____

Date: _____

PRE HIRE FORM
(Must be Completed Prior to Hire Date)

Recruitment and hiring data must be documented to ensure compliance with state and federal law and policy. Such data is also used for recruitment efforts and tracking of affirmative action goals.

A separate form must be completed for each vacancy being filled.

1. Vacancy Being Filled: Job Class _____ ☐ Classified ☐ Unclassified
EE04 Category _____ Location Code _____ Existing Disparities _____

2. Explanation of Recruitment Activity:

- ☐ Outside Advertising. If so, state where: _____
- ☐ WorkForce Center Contact; Job Bank _____
- ☐ Verbal Referrals. Please Specify _____
- ☐ Job Fairs _____
- ☐ Other i.e. Community Organizations. Please Specify _____
- ☐ None _____

3. Applicant Pool (Candidates Interviewed):

List the names of all candidates interviewed on the attached interview form and indicate requested data for each candidate.

4. Interview Process: (Interview documentation must be retained for one year)

Describe the interview process you used for the vacancy

- ☐ Single Interview - Name _____
- ☐ Group Interview - Panel Members _____
- ☐ Other - Describe _____

Additional Comments: _____

5. Name of Candidate Selected: _____

State briefly why this candidate was selected? _____

If unclassified position state how candidate meets qualifications for the position.

6. Salary Justification: (If above minimum on initial hire or more than 1 step on promotion)

Attach separate memo with rationale for salary request

THIS SPACE RESERVED FOR OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY

INTERVIEW LIST

Candidates Interviewed for position of _____

NAME	*SOURCE	MDES EMPLOYEE (Yes/No)	**DISPARATE GROUP	VETERAN (Yes/No)

*SOURCE: Enter the corresponding number of the candidate referral source:

1 = List from Multi Source Data Base 2 = Transfer 3 = Supervisory Recruitment 4 = Other

**DISPARATE GROUP: If known, state if the candidate is a member of an existing disparate group for this vacancy as identified in #1 on the Pre Hire form. Use the following codes:

D = Disabled F = Female R = Racial Minority

Supervisor: _____

Date: _____

AUDITING THE AFFIRMATIVE ACTION PROGRAM

To ensure that the goals and diversity objectives support the Department's commitment to Affirmative Action. The Equal Opportunity Officer will retain records reflecting hires, current representation of protected groups, turnovers, and any discrimination complaints.

Action Steps:

The Equal Opportunity Officer will evaluate the Affirmative Action Plan by:

1. Reviewing quarterly statistics reflecting current employment based on protected classes.
2. Review disciplinary actions taken during the past quarter to determine a discriminatory pattern within job class and bargaining units and location.
3. Review all discrimination complaints filed to determine a discriminatory pattern within job class, bargaining units and locations.
4. Review interview process for positions in which there is a disparity.
5. Provide quarterly reports on agency hiring goals to management staff and the Commissioner.
6. Develop a quarterly turnover report to be provided for management and supervisors. The report would indicate how successful our selection and retention methods have been.

MDES**EMERGENCY PROCEDURES****PPM208**

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- Evacuation Maps
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Contact Person: John Stavros
651/296-3965

INTRODUCTION

When an emergency situation occurs, it's important for Minnesota Department of Economic Security (MDES) employees to know what action to take. There are two basic types of emergencies which affect employee health and safety:

1. Environmental emergencies which affect everyone in the building, such as threatening weather, community disasters, fires, bomb threats, power outages, and other potentially dangerous situations; and
2. Medical emergencies which usually endanger only one person.

The policy in this chapter applies to all MDES offices; so does the procedure covering office closings. The other procedures apply only to the Central Office; specific emergency instructions for all other MDES offices can be found in each of those offices, posted in a conspicuous place.

Minnesota WorkForce Center and field office managers develop/update emergency procedures and plans in their work locations; the facilities manager does it for the Central Office.

DEFINITIONS

Building Alarm: The very loud, continuous horn sound heard throughout a building that signals employees **must** leave the building.

Civil Defense Siren: The siren sounded by local authorities to warn 1) that a tornado or other threatening weather is in the area, or 2) of some other dangerous situation outside.

Emergency Leave: Paid leave approved by the Department of Employee Relations' (DOER) commissioner when a natural or man-made emergency threatens the health or safety of employees if office operations continued during an emergency.

Environmental Emergency: Any situation in which employees' health or safety might be endangered if they remained at their workstations.

Evacuation: A fast, orderly vacating of a building by all occupants. Sounding of a building alarm is the signal for an evacuation to begin. Stairways are used instead of elevators in a multi-storied building.

Medical Emergency: The sudden onset of a serious illness or injury to someone in a building.

POLICY

Each MDES work location must have a written set of emergency procedures and evacuation plans, and employees must have knowledge of, and are trained in, the emergency procedures applicable to the office in which they work.

EMERGENCY CLOSING OF OFFICES

Managers may temporarily close their offices if the health and safety of their employees/clients are threatened because of potential emergency conditions, but they may not authorize emergency leave without DOER's approval.

DOER-DECLARED EMERGENCIES

DOER may initiate the closing of state offices by officially declaring an emergency. Severe weather is the most-common situation that DOER declares to be an emergency requiring state office closings.

During severe weather, the DOER commissioner maintains direct contact with the Departments of Public Safety (which monitors the weather bureau, highway patrol, road crew operations, transit operations, and other emergency indicators) and Transportation. If the DOER commissioner decides that weather conditions are hazardous enough to declare an emergency, affected offices must close and emergency leave is authorized for those employees.

For a Doer-declared weather emergency:

- DOER updates its website to inform employees and the public of weather-related emergencies that result in closure of state government facilities.
- DOER provides an announcement to WCCO (830-AM) and WMNN (1330-AM) radio stations; KSTP, WCCO, and KARE television stations; and the Associated Press newswire.
- MDES' Human Resources Office also provides information via the Internet MDES home page, e-mail, fax, or a phone information line (651/215-9020).
- Employees who have a hearing impairment should arrange a method by which their supervisors may notify them of emergency office closings (perhaps via a telecommunication device).

DOER monitors weather conditions throughout a poor-weather day and announces changes in the emergency designation if needed.

OTHER EMERGENCIES

This section covers situations that aren't DOER-declared emergencies, but may still cause a manager to close an office for health or safety reasons. While managers may close offices at their own discretion, only the DOER commissioner can approve payment of emergency leave.

MDES managers should follow these steps for closing their offices and requesting approval of emergency leave:

- Determine whether to close the office due to emergency conditions; decision must be based on employee and client safety, not on whether emergency leave will be approved. (During severe weather conditions, be aware of local road conditions and be in contact

with local law enforcement authorities regarding travel advisability before making a decision to close the office.)

- As soon as possible, contact Human Resources (651/296-3662) when closing the office to request emergency leave authorization.
- Notify the appropriate branch supervisors/assistant commissioner of decision to close office. Notify all office employees that office is closing. Notify the local news media as appropriate. Close the office.
- Try to contact scheduled clients to inform them of office closings. (And later, don't unnecessarily penalize clients who miss appointments because of the emergency conditions.)
- Remain at the office until the last employee has left.

Human Resources will notify the DOER commissioner that an MDES office has closed because of an emergency, request emergency leave approval for employees affected by the office closing, and inform the affected managers and supervisors of Doer's decision.

EMERGENCY LEAVE LIMITATIONS

These limitations regarding emergency leave are from DOER Administrative Procedure 5.4, "Time Off in Emergencies":

"1. Employees who reported to work at the start of their normal shift and were sent home shall not be paid for more than their regularly scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

2. Employees who were required by the appointing authority to remain at work should not be paid for more than their regularly scheduled hours or the actual number of hours worked including overtime.

3. Employees on any approved sick or prearranged vacation leave shall not have such leave restored to their balances.

4. Employees on any approved leave without pay shall not be paid for this emergency leave time.

5. Employees who called in, on the day of the emergency, for vacation time, compensatory time, or leave without pay will be credited with emergency leave from the point of the declaration of the emergency, as defined by the commissioner of DOER, to the end of the regular shift.

6. Time is to be reported as 'Other Paid Leave' on the MDES Daily Time Distribution Report and as 'Other Authorized Leave Taken' with a comment on the emergency in the remarks section on the Employee's Biweekly Time Report.

7. No employee will receive more than 16 hours of emergency pay during any emergency situation unless the commissioner of DOER authorizes a longer period."

CENTRAL OFFICE PLAN

The rest of this chapter covers the Central Office's plan for responding to emergencies that affect Central Office employees.

GENERAL RESPONSIBILITIES

There's a core group of Central Office employees with specialized knowledge and training in emergency control operations to help ensure the safety of personnel and the security of the building. This group, known as Emergency Control, includes the facilities manager, Human Resources director, and the Capitol Security guard. During building evacuations, this group establishes a post in or near the Central Office lobby to direct activities. The commissioner's management team also reports to that post.

In addition to Emergency Control staff, there are employees ("floor captains") trained in MDES' emergency procedures who direct floor evacuations and help with other emergencies. A Capitol Security guard, stationed in the Central Office lobby, can assist in emergencies during the guard's work hours, 8 a.m. to 4 p.m. Capitol Security Headquarters will also respond to emergencies 24 hours per day.

Signage near the elevator on each floor displays the floor's evacuation map and the names and phone numbers of emergency-related employees.

During building evacuations, any decision to dismiss employees for the remainder of a day is made by (listed in descending order):

- ° MDES commissioner
- ° Deputy commissioner
- ° Any one of the assistant commissioners
- ° Director of Human Resources
- ° Director of Fiscal Management.

Employees

- ° Know and follow all emergency procedures. Know who the floor captains are, and follow their instructions. Know where the fire extinguishers are located and how to use them. Respond immediately to sirens or alarms.
- ° Attend all assigned training. NOTE: Employees trained in cardiopulmonary resuscitation (CPR) and other first-aid procedures should inform managers and others responsible for handling emergencies, as they may be asked to assist in emergency situations.
- ° Watch for dangerous situations and sound building alarm if needed. Immediately inform the facilities manager (6-3965) of any situation that is potentially dangerous, before the situation becomes an emergency.

Supervisors

- ° Know and follow all emergency procedures. Ensure that all employees follow emergency

procedures. Inform new employees of emergency procedures.

- ° Notify facilities manager (6-3965) when a new employee with a hearing or mobility impairment is hired and if a current employee becomes hearing or mobility-impaired. Also inform the facilities manager of employees with temporary mobility impairments.
- ° Ensure that all employees are notified of a decision to dismiss after a building evacuation.
- ° Keep an up-to-date file of personal medical emergency information on employees (but maintain data confidentiality). Have the file readily available in the work area; it could save valuable time during a medical emergency. Include relative or friend's name and phone number; physician's name and phone number; health insurance carrier; and hospital preference.
- ° Follow-up on reports of hazardous conditions.

Floor Captains

- ° Determine if emergency warrants building evacuation. Sound building alarm if evacuation is necessary. Call 9-911 if necessary, and inform the Capitol Security guard (6-2100) that 911 was called.
- ° Go quickly to assigned station, if safe to do so, when alarm sounds.
 - Wear identifying red armband.
 - Give clear and firm instructions to all employees/clients.
 - Ensure safety of employees with hearing or mobility impairment.
 - Report to Emergency Control post when floor is cleared of people.
 - Follow instructions of facilities manager.
- ° Attend training and provide necessary training to employees. Assist with any other emergency as needed.

Facilities Manager

- ° Implement, and assist in maintaining and updating, emergency procedures. Review procedures at least two times each year with floor captains and Emergency Control staff; notify them immediately of changes. Update procedures as needed and notify all employees of those changes. Keep postings of emergency procedures up-to-date. Attend training.
- ° Train a back-up person. Appoint and train new floor captains and Emergency Control staff as vacancies occur. Inform floor captains of employees with hearing or mobility impairment. Establish individual plans, with back-up, for helping employees with hearing or mobility impairment leave the building during an evacuation.
- ° For this or any other emergency that requires evacuation:
 - Notify MDES commissioner of emergency; recommend action.
 - Give instructions to floor captains.
 - Supervise operation of Emergency Control post.

- If building is closed during business hours because of an emergency, contact Capitol Security to activate the alarm system. Secure building.

- ° Conduct annual inspections to ensure protection equipment is operational.

PROCEDURES

Employees should follow these procedures for emergencies that occur during business hours. Employees who work during non-business hours should follow the "During Non-Business Hours" instructions.

(NOTE: fire drills are no longer recommended procedure because of potential injuries during drills).

Civil Defense Siren Sounds

Sounding of this siren means that a dangerous situation may exist outside the building, usually because of severe weather. (The siren can produce two different tones - one steady and one wavering. The wavering tone would only be used in case of enemy attack. In all other dangerous situations, the steady tone would be sounded.) NOTE: This siren is tested on the first Wednesday of every month. No employee response is required for these tests.

When the siren sounds, employees should leave their workstations, go to one of the hallways near the elevators, and await instructions from a floor captain who will assess the situation and/or receive instructions from the facilities manager, and give instructions to employees (which may be to relocate within the building).

During Non-Business Hours:

Leave workstation and go to a safe area (preferably in a hallway or bathroom) until the siren stops.

Building Alarm Sounds

Sounding of this alarm is **always** a signal to evacuate the building immediately because of some dangerous situation within. Employees shouldn't wait to learn the reason for the evacuation order; a fire or bomb threat is the usual cause. Employees must:

- ° Leave their workstations immediately, closing all doors behind them (which helps contain the fire and reduce damage). Take coat, purse, or other personal belongings only if not delayed by doing so. Employees who are away from their workstations should follow the employees in the area.

- ° Not use an elevator. Move as quickly as possible out the nearest building exit without pushing or crowding. See evacuation maps.

- ° When outside, move to a safe distance from the building and from Robert Street. Go to the assigned area. Leave the main entrance and the plaza clear for emergency personnel and vehicles. Don't cross any streets or enter the skyway system. Await further instructions from

supervisory personnel.

NOTE: Building evacuation isn't dismissal for the remainder of the day. Employees will be informed of any dismissal by a member of the management staff or by their supervisors. If dismissed for the day, employees won't be allowed to return to the building. Emergency Control staff will, if possible, turn off equipment and lock areas until the normal work schedule is resumed.

During Non-Business Hours:

Immediately leave through the front door in the main entrance. When outside, move to a safe distance from the building and from Robert Street. Await further instructions from emergency response personnel (Capitol Security, fire, or police department).

Power Outage

During a power outage, emergency lighting automatically activates in the stairways, hallways, and some work areas. Front doors also unlock automatically. Supervisors will provide instructions for employee action.

During Non-Business Hours:

Call Capitol Security (6-2100); follow dispatcher's instructions.

Employee Sees a Medical Emergency

Who	Step	What
Employee	1	Call 9-911. Describe the emergency. State the building name, address, and the floor where the person needs assistance. Let the 911-personnel end the conversation (don't hang up!) - they may have questions and/or special instructions.
	2	Call Capitol Security (6-2100), explain that 911 was called, and describe the emergency and exact location of the person needing assistance. Capitol Security will notify the security guard, who will notify the rest of the Emergency Control staff. If possible, notify supervisor or floor captain of the above actions.
Employee, Supervisor, or Floor Captain	3	Ask someone to meet emergency personnel at the elevator (of the floor on which the emergency exists) and to direct them to the ill or injured person. Stay with the ill or injured person until emergency personnel arrive.
Emergency Control Staff	4	Hold an elevator open, if needed, and wait at main entrance for emergency personnel. When emergency personnel arrive, accompany them to the floor where the person needs assistance.

During Non-Business Hours:

Call Capitol Security Headquarters (6-2100). Capitol Security will assess and help handle the situation, calling 9-911 if necessary.

Employee Detects a Fire

Fire extinguishers are in silver-colored wall compartments beside the drinking fountains next to each stairway entrance. There are two fire extinguishers in each compartment: a water extinguisher used for paper, trash, and wood fires; and a dry chemical extinguisher used for gasoline, oil, and electrical fires; and may also be used for paper, trash, and wood fires. Fire alarms are also alongside stairway entrances.

- If the fire is small and contained (such as a fire in a wastebasket), use a fire extinguisher to put it out. Do this only if trained in proper use of an extinguisher.
- If the fire is large or unconfined, pull one of the red fire alarms and call 9-911.
- If only smoke is detected, call the facilities manager (6-3965); Capitol Security (6-2100) is the backup.

During Non-Business Hours:

Handle fires the same as above. However, if smoke is detected, call 9-911 and have firemen meet employee at the main entrance.

Employee Receives a Bomb Threat

Ask the caller:

- 1) Where the bomb is placed,
- 2) The description of the bomb and the type of explosive,
- 3) When the bomb is expected to explode, and
- 4) Who the caller is and why the bomb was placed.

Call Capitol Security (6-2100) immediately and report all the information received about the threat. Capitol Security will inform the guard, who will notify the facilities manager, who will take whatever action is required (calling 9-911 and sounding the building alarm if necessary).

During Non-Business Hours:

Ask the caller questions 1 through 4 above. Call Capitol Security (6-2100); follow the dispatcher's instructions.

Employee is Stranded in an Elevator

All elevators are equipped with phones. Call one of the emergency numbers posted in the phone compartment of the elevator. The facilities manager will take whatever action is required and will keep passengers informed by phone on the progress of repairs.

During Non-Business Hours:

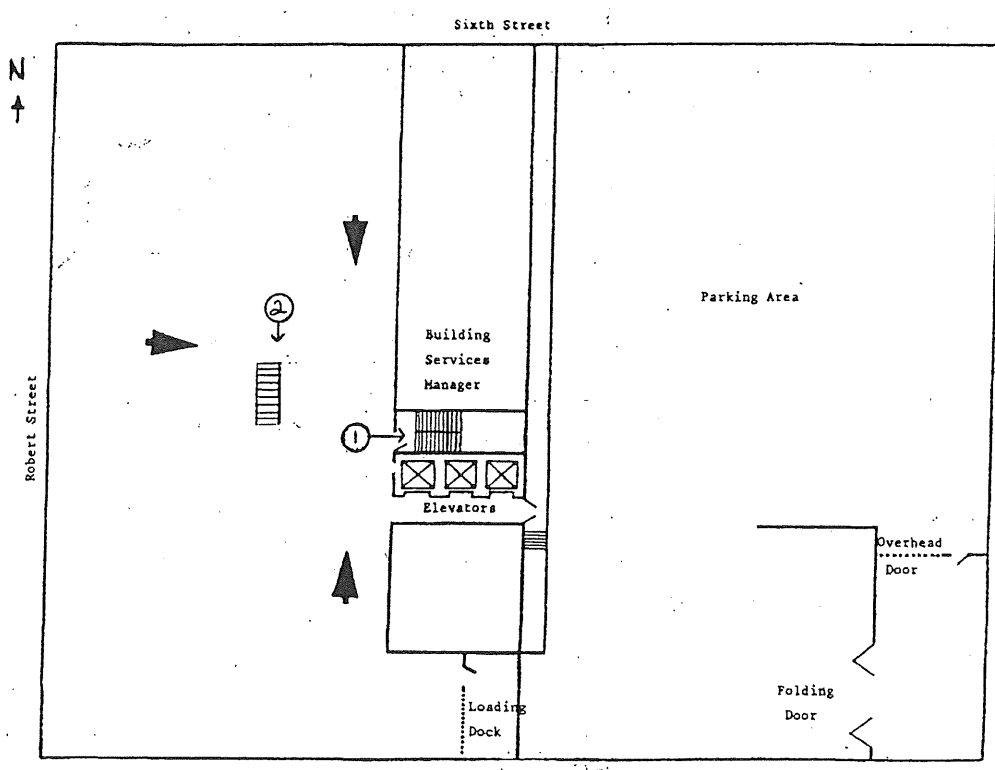
Call Capitol Security (6-2100); follow the dispatcher's instructions.

Other Emergency Situations

If employees notice other emergency situations (such as a suspicious-looking stranger prowling through an office), they should:

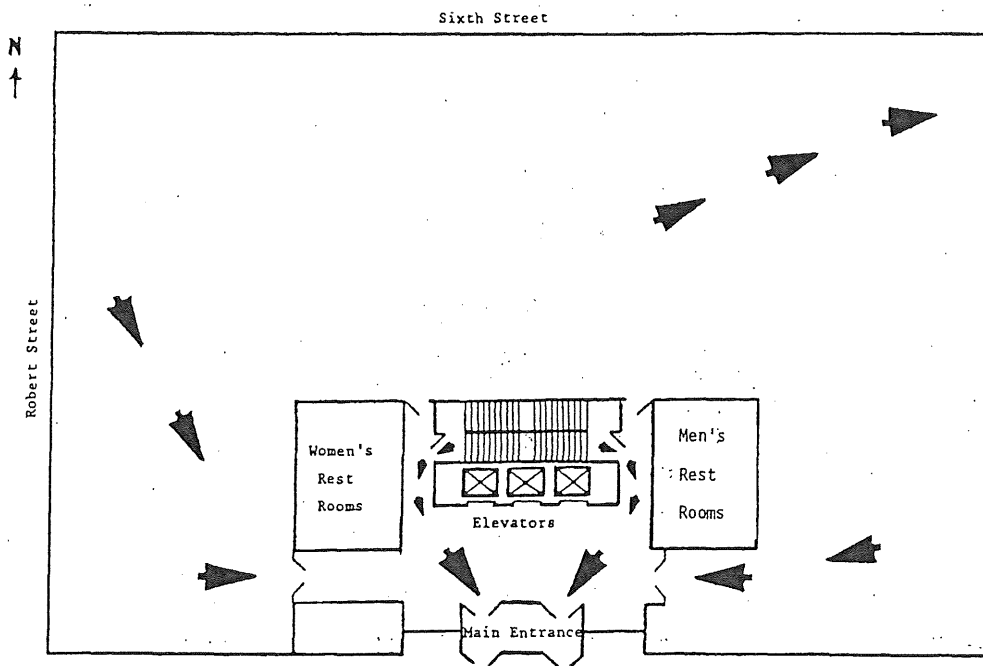
- Call Capitol Security Headquarters at 6-2100. The dispatcher will contact the Central Office guard via radio (contact can be made during the guard's work hours even if the guard is away from the guard station) or send other security personnel.
- Use a phone that connects directly to Capitol Security Headquarters; employees need only pick-up the receiver and the dispatcher will answer. There's a red phone at the guard's station and another phone on one of the central pillars in the garage.

During situations that may not require immediate attention, employees should call 6-6741 (Capitol Security Headquarters' regular phone number) or call the guard's direct number, 6-8673.

EVACUATION MAPS***Lower Level***

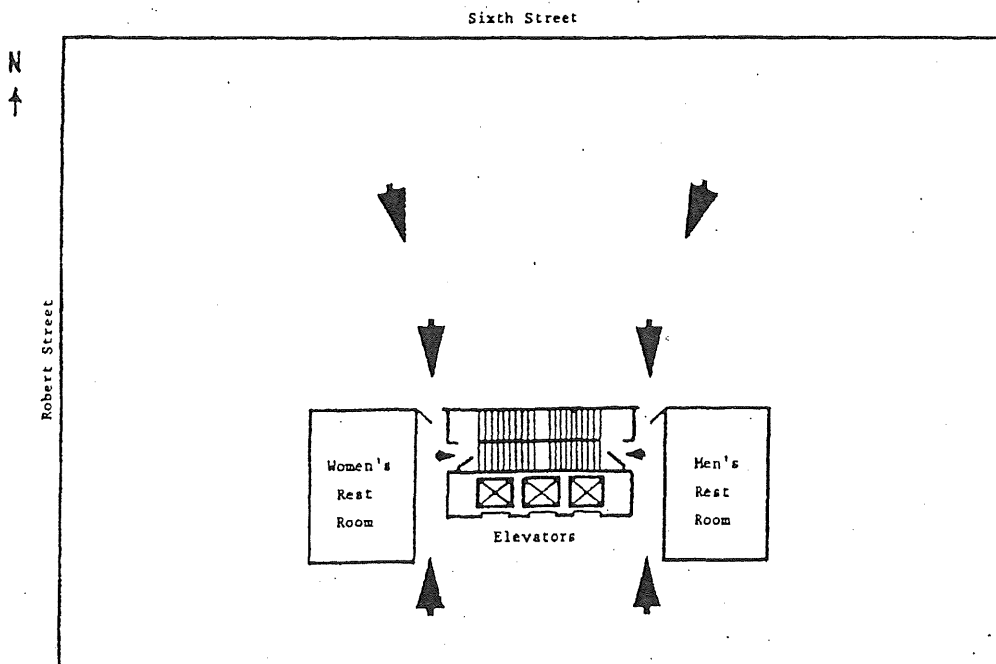
Employees may use either the regular stairway (1 on the map) or the emergency stairway (2). Go up the stairs to the 1st floor, move directly to main entrance, and go out front door.

1st Floor



Employees near the small door on the east side of the building near Sixth Street should go out that door. All other employees on the 1st floor should move directly to the main entrance and go out the front door.

2nd, 3rd, 4th, and 5th Floors



Go out the nearest office doorway. Move directly to one of the two stairway entrances behind

the elevators.

- Hold hand rail.
- Don't run.
- Exit building through main entrance on 1st floor.

5th Floor Employees: Use the right side of the stairway all the way to the 1st floor.

4th and 3rd Floor Employees: Begin descending on the left side of the stairway. Gradually merge into the line of employees descending on the right side of the stairway. Stay on the right side all the way to the 1st floor.

2nd Floor Employees: Use the left side of the stairway all the way to the 1st floor.

[Return to PPM homepage](#)

Issue Date: 04/02

MDES**REASONABLE ACCOMMODATION****PPM216**

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- Requesting Reasonable Accommodations
- Appealing Denials

ADA Coordinator

Contact Person: Kathy Mullarky (Kathy.Mullarky@state.mn.us)
651.297.3410 (Voice)
651.282.5174 (TTY)

INTRODUCTION

Section 504 of the Federal Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Minnesota Human Rights Act require state agencies to provide reasonable accommodation to people with disabilities.

The Minnesota Department of Economic Security (MDES) is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodations, other qualified applicants and employees face barriers to employment without the accommodation process.

MDES' reasonable accommodation policy covers all qualified employees and applicants for MDES employment; MDES program manuals provide specific policy and procedures for program participants.

DEFINITIONS

Essential Functions: Tasks that are basic, necessary, or fundamental to accomplish the duties of the job. They may vary with individual job descriptions and include physical, mental, and interpersonal activities necessary to effectively achieve anticipated job performance.

Person with a Disability: For purposes of this policy, someone who:

1. Has a physical, sensory, or mental impairment that materially/substantially limits one or more major life activities (example: a person who has epilepsy or bipolar disorder would be considered to have an impairment if substantially limited in a major life activity).
2. Has a record of such an impairment (example: a person has a history of cancer, heart disease, or psychiatric condition, whose illness is either cured, controlled, or in remission);

OR

3. Is regarded as having such an impairment (example: an individual with a facial scar who, despite having no limitations, is perceived and treated as a person with a disability).

Qualified Person with a Disability: A person with a disability who meets the necessary prerequisites for the job **AND** who can perform the essential functions of the job, with or without reasonable accommodation.

Reasonable Accommodation: Any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy equal opportunity employment. Reasonable accommodation applies to three aspects of employment: 1) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for a position; 2) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; and 3) modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment.

Examples of accommodations may include:

- a. Job restructuring, such as modifying work hours and/or changing job duties while retaining the basic job functions.
- b. Job site modification, such as adjusting equipment height; rearranging furniture and equipment; widening doorways; providing parking facilities; and modifying or enhancing lighting systems.
- c. Additional equipment purchase or modification, such as "talking" calculators; one-handed keyboards; adjustable desks and storage files; TTY communication equipment; earphones; and audiovisual aids.
- d. Support services, such as interpreters and readers.
- e. Transfer to a vacant position.

These are NOT accommodations:

- a. Elimination of essential functions.
- b. Lower production standards.
- c. Provisions of personal-use items such as glasses or hearing aids.

POLICY

MDES will reasonably accommodate qualified individuals with physical or mental disabilities unless to do so would impose an undue hardship.

PROCEDURES

NOTE: All tangible accommodations purchased by MDES are the property of the State of Minnesota. MDES will be responsible for maintenance of any equipment.

REQUESTING REASONABLE ACCOMMODATIONS

Qualified employees with disabilities should follow this procedure when requesting an adjustment or change at work because of a medical condition. Qualified applicants for MDES employment must be advised of the availability of reasonable accommodation when contacted about a job opening; they should be assisted in processing a request.

This is an interactive process and requires participation by both the individual with a disability and the supervisor. It's ongoing and requires periodic reviews to determine the effectiveness of the accommodations implemented.

Who	Step	What
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NOTE: The Americans with Disabilities Act (ADA) coordinator may be contacted by any party to help facilitate the process and/or provide technical assistance at **any** step in the process.

Requestor	1	Inform the supervisor of a need for an adjustment or change at work because of a medical condition. Complete a <u>Request for Reasonable Accommodation</u> form and give it to the supervisor (or it can be given directly to the ADA coordinator).
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NOTE: Submitting a medical provider's recommendation may be the starting point for this process; however, that recommendation might not be the accommodation implemented.

Supervisor	2	If certain the requestor's medical condition meets the definition of disability (the prerequisite for the requestor to be entitled to reasonable accommodation), proceed to Step 3.
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If not certain the requestor's medical condition meets the definition of disability, contact the ADA coordinator for a determination of coverage. If the disability isn't obvious, the ADA coordinator may ask the requestor to provide reasonable documentation (NOT a medical history) or sign a limited release of medical information.

- Supervisor and Requestor 3 Once a determination of coverage is made, discuss the requestor's duties and identify:
- The essential functions.
 - How the current duties are performed.
 - Which essential functions can't be fully performed.
 - Barriers to successful employment.
 - How the impairment affects the job. Medical information may be helpful in identifying functional limitations and the effect of the impairment on job duties; the requestor must complete a Reasonable Accommodation Medical Release form and give it to the supervisor or to the ADA coordinator.
 - Potential accommodations (assess their effectiveness in allowing the requestor to perform the essential functions of the job and whether they are reliable and can be provided in a timely manner; look at all possibilities and at all resources, including the "Job Accommodation Network").

NOTE: Any medical documentation must be collected and maintained on separate forms and in separate files. Medical information is available only on a "need to know" basis.

- Supervisor 4 Select and implement the accommodation that's effective and appropriate for both the requestor and MDES (while a requestor's preference will be given consideration, it's the supervisor's decision to make; MDES is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide). Contact the ADA coordinator for technical assistance, as needed. Document the steps that lead to the decision. Send a copy of the approved request to the ADA coordinator (who maintains a record for reporting purposes).

NOTE: A supervisor who denies a request for reasonable accommodation must complete the "Supervisor" section of the Request for Reasonable Accommodation form; and send the form and the other request materials to the ADA coordinator. The ADA coordinator will help facilitate a resolution; if necessary, the branch assistant commissioner will also be consulted. The requestor will be notified of a final decision (if it results in a denial of the request, the requestor will be informed of the appeal process).

NOTE: The rest of this procedure covers steps taken if the supervisor can't decide whether to approve a request.

- Supervisor 5 If unable to make a definitive decision, for whatever reason, send the request form(s), along with a recommendation, to the ADA coordinator within five workdays following the determination.
- ADA Coordinator 6 If necessary, obtain input from other sources, such as the supervisor's

supervisor or the branch assistant commissioner. If unable to make a definitive decision, send a written request, along with a recommendation, to the commissioner within ten workdays from the date the request was received from the manager.

The commissioner will provide a written decision to the ADA coordinator and requestor within ten workdays.

ADA Coordinator and
Requestor

- 7 If an accommodation can't overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the agency, work together to determine whether reassignment may be an appropriate accommodation.

NOTE: MDES will look at transfer opportunities, mobility opportunities, appointment opportunities, and noncompetitive and competitive opportunities (Minn. Stat. § 43A).

NOTE: MDES isn't required to create a new job or to bump another employee from a job in order to provide a reassignment as a reasonable accommodation.

APPEALING DENIALS

Qualified persons with disabilities who are denied reasonable accommodation may appeal the decision by filing a written complaint with the MDES ADA coordinator. The MDES commissioner will make a final agency decision on all complaints not resolved at the office level. Further appeals are processed through other governmental agencies such as Human Rights and the Equal Employment Opportunity Commission.

For more information on the appeal process and for answers to any questions about reasonable accommodation, call the ADA coordinator (see below).

ADA COORDINATOR

The MDES ADA coordinator is:

Kathy Mullarky
MDES Affirmative Action Office
390 N. Robert St.
St. Paul, MN 55101
651.297.3410 (voice)
651.282.5174 (TTY)
651.296.8763 (fax)
kmullarky (e-mail)

[Return to PPM homepage](#)

Issue Date: 11/00

REASONABLE ACCOMMODATION MEDICAL RELEASE

Minnesota Department of Economic Security
390 No. Robert St.
St. Paul, MN 55101

I, _____, give my permission to my
Medical provider:

NAME _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

to discuss/disclose medical information about me, to the Minnesota Department of Economic Security
representative listed below:

Americans with Disabilities Act Coordinator _____; or

My Supervisor _____

The purpose of this disclosure is to provide the Minnesota Department of Economic Security with sufficient
information to determine the need for a reasonable accommodation. I understand that the information disclosed
will be used only for this purpose and will be kept confidential.

The extent or specific nature of the information to be disclosed is:

This release will expire on _____, or upon receipt by the Minnesota Department of
Economic Security of my written notice to withdraw my consent.

Signature: _____

Date: _____

REQUEST FOR REASONABLE ACCOMMODATION

Minnesota Department of Economic Security
390 No. Robert St.
St. Paul, MN 55101

Part A

REQUESTOR NAME: _____ DATE: _____

CLASSIFICATION: _____

(Requestor: Please complete Part A. Attach additional sheets for answers if necessary).

1. What is the nature of your disability, what major life activity (or activities) is substantially limited, and how is this activity limited?
2. What accommodation(s) are you requesting in order to perform essential functions?
 - A.
 - B.
 - C.
 - D.
3. Which essential functions of your job will the requested accommodation allow you to perform?
4. Why is the requested accommodation necessary to perform the essential job function?
5. Do you have any additional information or comments?

I understand that all tangible accommodations purchased are the property of the State of Minnesota.

Signature _____

Date _____

Part B

SUPERVISOR:

☐ approve ☐ deny the request.

Comments: _____

Signature _____ Date _____

Note to supervisor: If request is approved, submit copies of all approved reasonable accommodation requests to the ADA Coordinator. If request is denied, send all documentation to ADA Coordinator for review.

ADA COORDINATOR:

I ☐ approve ☐ deny the request.

Comments: _____

Signature _____ Date _____

REVIEW BY COMMISSIONER:

I ☐ approve ☐ deny the request.

Comments: _____

Signature _____ Date _____

RECRUITMENT PLAN

MDES' Recruitment Plan aims to achieve a workforce which is representative of our State's diversity. To that purpose, our Department will increase the number of qualified applicants from diverse backgrounds by developing creative strategies to actively recruit, hire, promote, and retain prospective candidates.

MDES Recruitment Plan is firmly based on three federally mandated quantitative analyses:

1. Availability. This quantitative analysis is comprised of two factors:
 - Percentage of minorities, women, and people with disabilities among those having requisite skills in the reasonable recruitment area and;
 - Percentage of minorities and women among those promotable, transferable, and trainable within the organization.
2. Incumbency vs. Availability analysis and;
3. Placement Goals.

Placement Goals are objectives that will be used to measure the progress MDES makes in meeting Equal Employment Opportunities. Placement Goals will be reviewed quarterly.

Human Resources staff, supervisors, managers, and directors as essential participants of the hiring process will be trained with the expectation that they will be agents in meeting the goals set for the biennium.

Advertising Sources Used in 2002

- In 2002, the Rehabilitation Services and Systems Support Branches' job opening announcements were placed in various publications, including the Minneapolis Star Tribune, the St. Paul Pioneer Press, The Rochester Post, The Winona Daily News, The Mankato Free Press, The Brainerd Dispatch, The West Central Tribune and others. In addition to these publications, job vacancies were announced at the University of Minnesota and St. Cloud State University electronic job boards, and the National LMI job board. In addition to these mediums, other MDES' divisions may post vacancies with private colleges, state universities, community colleges, technical colleges, other state agencies, and our own MDES WorkForce Centers. Most positions filled by advertisements are Research Analysts and Vocational Rehabilitation Counselors.
- In 2002 all MDES WorkForce Centers in Minnesota either participated, or sponsored a minimum of two job fairs and employer seminars. Employer seminars offer relevant and beneficial information to employers, including hiring and recruiting issues. All job fairs, seminars, meetings or any other kind of events are located at a site that is accessible to persons with disabilities. Not only is the sight accessible, but all printed materials and displays are accessible. The direct results of these fairs and seminars are unavailable.
- The cost involved ranges from free donated space to potentially \$2500 at a Twin Cities job fair. The cost depends on the event and MDES' involvement in the

event. Since MDES sponsored job fairs costs are not centrally tracked, the total amount spent is unknown. However, MDES has a display booth developed primarily for display at the Minnesota State Fair at a cost of \$7,000. The primary focus of the booth is to inform fair-goers of MDES services but the booth is designed as a "marketing system" whereas parts of the booth can be used as traveling displays to be used in other employment activities such as metro area job fairs. This display booth or "marketing system" is used to promote MDES as an employer. Since 1999, MDES has added expertise from employees of the State Services for the Blind Branch (SSB), which is comprised within MDES. The experts from SSB provide seminars on computers with assistive technology, Braille, and numerous other topics concerning persons with visual impairments.

- In March of 2002, the Department of Employee Relations (DOER) launched a new resume-based selection process for civil service jobs. The new process uses the software Resumix to match potential candidates to job vacancies through the use of a skills-based resume. MDES lists all its classified job vacancies through the Resumix system. The staff at DOER markets employment with the state by highlighting the advantages of working for Minnesota's largest employer. Some of the benefits listed are: competitive total compensation package, variety of opportunities for advancement, and an excellent work environment. DOER's website also highlights the new Human Resources Strategic Plan for 2001-2006 which is a "blueprint for changing the State Human Resource system to provide job applicants and state employees with the flexibility that they have come to expect in today's environment of abundant career opportunities and global competition." All potential candidates to MDES job vacancies can view them at the DOER website at: www.doer.state.mn.us

Other Recruiting Methods Used in 2002

- The Workforce Wage Assistance Branch through the Unemployment program initiated a recruitment effort starting in 2001 and continuing in 2002, to recruit persons from diverse backgrounds for three classifications: Community Liaison Representative, Unemployment Operations Analyst, and Economic Security Representative. Both an Economic Security Representative and Community Liaison Representative provides WorkForce Center services to job seekers, claimants and employers through job placement, reemployment claims adjudications, case management, employer services, job profiling, workshops, and by matching qualified applicants with jobs. The job description for vacancies in these classifications stated that a second language skill was preferable. The Unemployment program recruited persons from diverse backgrounds by forwarding the position announcement to all WorkForce Centers, posting the position announcements at the Minnesota Job Bank, and doing outreach to community organizations like the Somali Community of Minnesota and the Native American Council. MDES was extremely successful in their efforts and was able to hire eleven new employees of which seven had a second language skill. Of those seven, one employee is Somali, one has Russian/Spanish language skills, another has Chinese/Spanish language skills, another employee is a Sign Language expert, another employee is Hmong, and two are Hispanic.
- The Rehabilitation Services Branch provides internship employment opportunities to educational institutions that have counseling programs. The objective of the

internship program is to provide paraprofessional work opportunities and practical learning experiences for selected students to enhance their academic preparation and expose them to state government employment. Internship position can provide an excellent means for initiating and implementing MDES' Affirmative Action efforts. Tom Stephanie is in charge of this initiative.

- MDES' Communications Team Unit developed the "Marketing Style Guide." The guide was designed to market MDES WorkForce Centers. One of the main focuses of the guide is to address our WorkForce Centers services and products and their compliance with the Americans with Disabilities Act (ADA, and the Non-Discrimination and Equal Opportunities provisions of WIA Section 188. The guide outlines that all of the services offered at MDES WorkForce Centers are equitable and flexible in use in order to accommodate a wide range of physical, perceptual, communication and cognitive abilities. These ADA accommodations when applied are equally effective for individuals who use English as a second language and those with diverse backgrounds.

Projected Hiring Opportunities

MDES anticipates continuing hiring for vacancies in the main core classifications. The following is a list of classifications where vacancies at the first and second step hiring is expected to continue:

- Unemployment Insurance Operations Analyst
- Economic Security Representative
- Employment Counselor
- Rehabilitation Services Counselor

Recruitment Goals and Strategies

Recruiting qualified workers is often a frustrating and confusing process. However complicated, there are some simple steps to take to achieve the goals of general recruiting and targeted recruitment of protected group members.

Goal I	Expand the number of qualified applicants in the hiring pool to better serve the needs of the Department.
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Strategies:

1. Advertise all vacancies in the Department's intraweb address at:
<http://intraweb.des.state.mn.us/support/hr/vacancies/html>
2. Advertise classified vacancies at the DOER website at:
www.doer.state.mn.us/stf-bltn/jobs2/index.htm
3. Advertise vacancies with WorkForce Centers through the Job Bank system.
4. Partner with Human Resources staff to maintain information on hires and disparities current.

5. Advertise vacancies in the Access Press, Councils newsletters, and other community resources and establish a cooperative effort between these community organizations and the Department's ODEO office.

Goal II	Increase the number of qualified applicants from protected class groups in the hiring pool in proportions to their numbers in the local job market.
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Strategies:

1. The Affirmative Action Officers will identify potential recruitment sources among community organizations, action groups, public and private groups and others.
2. The Affirmative Action Officers will do outreach to community organizations on a quarterly bases to promote employment opportunities with our Department.
3. The Affirmative Action Officers will be a liaison with these community resources and will gather information on how to post vacancies through their electronic or physical systems within their organizations and will provide information on how to access vacancies in our Department through the DOER website and the Job Bank system.
4. The Affirmative Action Officers in conjunction with Human Resources staff and the Communications Team Unit will create advertising materials that promote employment opportunities with our Department
5. MDES will continue to participate in the 700 hour program which provides eligible state applicants the opportunity to demonstrate their skills and abilities by working on the job for up to 700 hours.
6. Work with WorkForce Centers to educate potential applicants on the Resumix system.

Goal III	Identify and remove the barriers that prevent full participation of women, minorities and persons with disabilities in specific job classifications.
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Strategies:

1. Partner with Human Resources staff to identify potential issues with participation of women, minorities, and people with disabilities in specific job classifications.
2. Partner with Hiring Authorities to identify solutions to barriers that may prevent the participation of protected groups in specific job classifications.
3. Implement solutions to remove barriers that prevent full participation of protected groups in specific job classifications.

Goal IV	Enforcement of retention strategies to address "avoidable departures."
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Strategies:

1. Use interpretation tools as entrance and exit interviews, focus groups, team building surveys, and employee committees to get insight on issues that may be affecting the retention rate at the Department.
2. Analyze Hiring Authorities soft skills as communicating with staff, maintaining a respectful workplace, conflict resolution, problem solving abilities to determine if the Hiring Authorities are playing a role in the retention issues of the Department.
3. Analyze turnover rates and determine issues that may be the causal effect on the turnover. Use statistics per Branch rather than per agency.
4. Partner with Human Resources staff and Training and Learning Resources staff to identify retention strategies as training to address retention issues.
5. Train Hiring Authorities to understand their role in the overall recruitment and retention strategies of the Department.
6. Report findings and recommendations to the Human Resources Director.

RETENTION PLAN

MDES plans to build and retain a culturally diverse workforce through the recruitment, hiring, and retention of qualified protected group individuals. To achieve MDES goal, it is imperative to identify and facilitate staff knowledge and appreciation of diversity to better serve all employees. MDES' aim is to create and maintain a respectful work environment to enhance the careers of MDES employees.

Responsibility for Retention Program Activities

Primary responsibility for retention activities:

1. Vonnie Mulcahy, Human Resources Director, System Support Services Branch
2. Kathy Mullarky, Affirmative Action Officer 4, System Support Services Branch
3. Silvia Vaccaro, Affirmative Action Officer 2, System Support Services Branch

Secondary responsibility for retention activities:

1. Hiring Authorities in all branches
2. Human Resources staff, System Support Services Branch
3. Training and Learning Resources staff, System Support Services Branch

Retention Strategies

Turnover is one of the most critical problems facing an organization. To address possible retention issues at MDES, the Department plans to do the following to help retain our employees.

1. Develop an internal interview/survey to be distributed and gathered during New Employee Training. This tool will be used to determine what new employees were attracted to in our organization, how did they find out about the vacancy to determine advertising effectiveness, and what general ideas they have on ways to improve their work environment. Utilize DOER's new employee survey data to analyze trends in hiring and retention.
2. Develop an internal exit interview process to determine specific reasons for departure. Utilize DOER exit survey data together with the entrance interview process to identify possible issues in retention and map out a course of action to address avoidable departures.
3. Analyze Hiring Authorities soft skills such as communicating with staff, maintaining a respectful workplace, conflict resolution, problem solving abilities to determine if the Hiring Authorities are playing a role in the retention issues of the Department.

4. Partner with Human Resources staff to formalize a Career Development Program. Partner with Managers and Supervisors to develop a Career Training plan that matches the employee's and organization objectives.
5. Develop a tracking system or instruct employees to keep a record of their career progress and objectives.
6. Continue providing formal and informal venues for training in career development. Our Department utilizes formal monthly training sessions like Respect in the Workplace: Preventing Sexual Harassment and informal Lunchtime Learning Workshops like Peak Performance.
7. The Department is developing a Diversity in the Workplace training module in conjunction with staff from the Training and Learning Resources Office. The Department is creating a Diversity Team to promote diversity, Equal Opportunity and cultural awareness.
8. The Department has no formal mentorship program although there are several job classifications in which mentorship is already an informal process used by managers and supervisors. We plan to formalize a mentorship program.
9. Revise our Department policies and determine if we need to revise any policies to make our workplace a more family/employee oriented environment.
10. Continue to provide to our employees the Employee Assistance Program as a tool to resolve potential conflicts in the workplace.
11. The Department is looking into both the Disability Mentoring Program and The Breakthrough Program as a way of improving career opportunities for staff with disabilities.
12. Continue to use the Mediation Program as a tool to resolve potential conflicts in the workplace.

Analysis of 2001-2002 Separation and Layoff Patterns

The MDES utilizes different codes for categorizing separation from employment. The codes are Dismissal, Non-Certification, Resignation, Separation, Death, Failure to Return from a Layoff, Expiration of Layoff Rights, Failure to Return from a Leave, Retirement and Terminated Without Rights. The following analysis only takes into account the following types of separations:

1. Dismissal
2. Non-Certification
3. Resignation and
4. Separation.

The data shows that some of the individuals with disabilities could be in a minority group and/or female creating an overlap in protected group categorization. Also, the

data shows that overall; our Affirmative Action Goal units have not been significantly impacted by protected group members separating from employment. However, the data also shows that our goal units for persons with disabilities remain underutilized. The ODEO will focus on achieving the Department's placement goals for staff with disabilities.

The following data contains all MDES employees who have separated from employment over the last 2 years. The data is broken down by job classifications, locations, protected class characteristics, and effective date of separation.

During the reporting period of 2001-2002, MDES had no layoffs.

Separation analysis of MDES Employees between 2001 and 2002

The following data contains all MDES employees who have separated from employment over the last 2 years. The data is broken down by job classifications, locations, protected class characteristics, and effective date of separation.

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Account Clerk Flinn,Cory	B210011	CO/PSS Admin Offices	White	M	N	08/22/2002
Chief Information Officer Niemi,Kenneth F	B210014	CO/PSS Admin Offices	White	M	N	05/29/2002
Communication Center Spec Ash,Matthew	B210047	SSB 47-55 Admin St Paul	Black	M	N	02/01/2001
Rosenthal,Stephen	B210047	SSB 47-55 Admin St Paul	White	M	N	10/15/2001
Shotliff,Michael	B210047	SSB 47-55 Admin St Paul	White	M	N	10/17/2001
Lohman,David	B210047	SSB 47-55 Admin St Paul	White	M	N	03/07/2002
Community Liaison Rep Wigren,Jeffrey	B210188	JS/RI 188 Metro Call Center	White	M	N	12/29/2001
Tran,Linda Diem	B210188	JS/RI 188 Metro Call Center	Asian/Pacific I	F	N	04/20/2002
Dhakal,Taman A	B210188	JS/RI 188 Metro Call Center	Black	M	N	11/09/2002
Jackman,Michele R	B210089	JS/RI 089 Virginia Ben Call Cr	White	F	N	12/02/2002
Comp Attorney Princ Byrne,Philip	B210087	JS/RI Admin Offices	White	M	N	05/11/2002
Customer Svcs Specialist Bannor,Julie A	B210263	SSB 263 Bemidji	White	F	N	03/09/2001
Simmons,Vanita	B210923	DRS 923 Dtwm Minneapolis	Black	F	N	11/27/2001
Boser,Amy	B210188	JS/RI 188 Metro Call Center	White	F	N	01/03/2002
Simonson,Christine	B210907	DRS 907 St Paul Midway	White	F	N	02/02/2002
Stockman,Kassidy	B210171	JS/RI 171 N St Paul	White	F	N	08/06/2002
Huiras,Kayla	B210188	JS/RI 188 Metro Call Center	White	F	N	08/21/2002
Swanson,Shannon R	B210987	DDS 987 Admin Office	White	F	N	09/14/2002
Betts,Karen M	B210145	JS/RI 145 Blaine	White	F	N	12/07/2002
Customer Svcs Specialist Int Poland,Beverly A	B210288	JS/RI 288 Wadena	White	F	N	03/16/2001
Bollinger,Samantha	B210173	JS/RI 082 Burnsville FA	White	F	N	08/04/2001
Customer Svcs Specialist Sr Bass,Sara L	B210700	SSB 703 Rochester	White	F	N	02/01/2001
Docauer-Thompson,Jacquelyn	B210100	JS/RI 100 Duluth	White	F	Y	05/01/2001
Barthelemy,Joan	B210722	JS/RI 722 Central Benefit Call	White	F	N	07/18/2001
Kahle,Suzanne M	B210916	DRS 916 Shakopee	White	F	N	03/05/2002
Sandstrom,Karen Marie	B210146	JS/RI 146 S Hennepin	White	F	N	09/11/2002

Disability Determ Svc Asst Dir

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Disability Determ Svc Asst Dir						
Ruhl, William T	B210987	DDS 987 Admin Office	White	M	Y	08/04/2002
Disability Examiner						
DiProspero, Robert J	B210987	DDS 987 Admin Office	White	M	Y	09/22/2001
Stephens, Cynthia A	B210987	DDS 987 Admin Office	White	F	N	02/28/2002
Disability Prog Specialist						
Bystedt, Roslynn L	B210987	DDS 987 Admin Office	White	F	N	02/04/2001
Lukermann, Carla	B210987	DDS 987 Admin Office	White	F	N	06/22/2001
Disability Specialist						
Harrington, Daniel J	B210987	DDS 987 Admin Office	White	M	N	08/08/2001
Bloom, Deborah J	B210987	DDS 987 Admin Office	White	F	N	06/05/2002
Miller, Timothy M	B210987	DDS 987 Admin Office	White	M	N	07/06/2002
Conroy, Robert J	B210987	DDS 987 Admin Office	White	M	N	10/24/2002
Disabled Vets Outreach Prog Re						
Newton, George E	B210324	JS/RI 324 E Grand Forks	Black	M	Y	09/10/2002
Economic Sec Marketer						
Simmert, Mary Jean	B210141	JS/RI 141 S Minneapolis	White	F	N	12/05/2001
Economic Sec Representative						
Gerard, Brenda E	B210140	JS/RI 140 N Minneapolis	White	F	N	05/31/2001
Belton, Earnest	B210141	JS/RI 141 S Minneapolis	Black	M	N	06/09/2001
Durfee, Rachel L	B210145	JS/RI 145 Blaine	White	F	N	06/15/2001
Hanson, Sara S	B210560	JS/RI 560 Montevideo	White	F	N	06/16/2001
Solnar, Cynthia M	B210145	JS/RI 145 Blaine	Not Indicated	F	N	06/27/2001
Hollie, Michelle	B210140	JS/RI 140 N Minneapolis	Black	F	N	06/29/2001
Debevec, David J	B210780	JS/RI 780 Virginia	White	M	N	07/14/2001
Maday, Sara J	B210360	JS/RI 360 Fairmont	Asian/Pacific I	F	N	08/15/2001
Konrath, John A	B210720	JS/RI 724 Monticello (w/720)	White	M	N	08/17/2001
Becker, Jeffrey T	B210145	JS/RI 145 Blaine	White	M	N	08/18/2001
Byrd, Jefferey	B210141	JS/RI 141 S Minneapolis	Black	M	N	09/01/2001
Davenport, Heidi A	B210140	JS/RI 140 N Minneapolis	White	F	N	09/01/2001
Johnson, Dianne C	B210140	JS/RI 140 N Minneapolis	White	F	N	09/01/2001
Jones, LaShelle	B210140	JS/RI 140 N Minneapolis	Black	F	N	09/01/2001
Koracan, Kaphet O	B210141	JS/RI 141 S Minneapolis	Asian/Pacific I	F	N	09/01/2001
Madigan, Brian S	B210520	JS/RI 520/521 Mankato	White	M	N	09/01/2001
McMahan, Megan E	B210380	JS/RI 380 Faribault	White	F	N	09/01/2001
Ahmed, Abdi S	B210800	JS/RI 800 Willmar	Black	M	N	09/05/2001
Brown, Cynthia	B210100	JS/RI 100 Duluth	White	F	N	09/15/2001

MDES EMPLOYEE AT SEPARATED
January 01, 2001 - December 31, 2002

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Economic Sec Representative						
Emerson, Steven C	B210400	JS/RI 400 Fergus Falls	White	M	N	09/15/2001
Kelm, Lloyd	B210260	JS/RI 260 Bemidji	White	M	N	09/15/2001
Shields, Barbara S	B210140	JS/RI 140 N Minneapolis	White	F	N	09/26/2001
Burdick, Roberta L	B210840	JS/RI 840 Winona	White	F	N	09/29/2001
Martin, Elvira	B210600	JS/RI 600 Mora	American In	F	N	09/29/2001
Schrader, Barbara A	B210700	JS/RI 700 Rochester	White	F	N	09/29/2001
Schumacher, Traci	B210722	JS/RI 722 Central Benefit Call	White	F	N	09/29/2001
Williams, Rose M	B210140	JS/RI 140 N Minneapolis	Black	F	N	09/29/2001
Smoger, Fred	B210720	JS/RI 720 St Cloud(Division)	White	M	N	10/03/2001
Klaers, Sherris	B210800	JS/RI 800 Willmar	White	F	N	11/02/2001
Woinarowicz, Larry	B210722	JS/RI 722 Central Benefit Call	White	M	N	01/26/2002
Larkin, Mary G	B210500	JS/RI 500 Little Falls	White	F	N	04/06/2002
Helgaas, Sherri	B210320	JS/RI 320 Crookston	White	F	N	04/18/2002
Wilson, Marlys J	B210141	JS/RI 141 S Minneapolis	White	F	N	05/09/2002
Bain, Kelly	B210560	JS/RI 560 Montevideo	White	F	N	06/22/2002
Arrieta, Lisa Fabiana	B210088	JS/RI Admin Offices	Hispanic	F	N	07/24/2002
Berg, Mary E	B210146	JS/RI 146 S Hennepin	White	F	N	07/27/2002
Vockrodt, Michael J	B210145	JS/RI 145 Blaine	White	M	N	08/03/2002
Ueland, Gregory	B210146	JS/RI 146 S Hennepin	White	M	N	08/09/2002
Diekman, Brenda	B210720	JS/RI 724 Monticello (w/720)	White	F	N	08/14/2002
Boutwell, Randolph H	B210520	JS/RI 520/521 Mankato	White	M	N	08/24/2002
Flaws, Melonie	B210280	JS/RI 280 Brainerd	White	F	N	08/24/2002
Gourde, Anne J	B210720	JS/RI 720 St Cloud(Division)	White	F	N	08/24/2002
Kjolsing, Kristin	B210520	JS/RI 520/521 Mankato	White	F	N	08/24/2002
Wermedal, Karen J	B210200	JS/RI 200 Albert Lea	White	F	N	08/24/2002
Ballinger, Floyd M	B210720	JS/RI 720 St Cloud(Division)	American In	M	N	09/04/2002
Carpenter, Janice K	B210288	JS/RI 288 Wadena	White	F	N	09/07/2002
McNeil, Donald D	B210477	JS/RI 477 Shakopee	White	M	Y	09/14/2002
Meehl, Michele	B210146	JS/RI 146 S Hennepin	White	F	N	09/25/2002
Rock, Timothy J	B210266	JS/RI 266 Park Rapids	White	M	N	09/25/2002
Sowden, Cynthia	B210170	JS/RI 170 St Paul Midway	White	F	N	09/25/2002
Koman, Allison K	B210440	JS/RI 440 Hibbing	White	F	N	11/28/2002
Empl & Trng Program Spec Sr						
Crowder, Laura F	B210036	WS 038 Admin Office	White	F	N	03/31/2001
LaVell, Thomas	B210036	WS 038 Admin Office	White	M	N	03/13/2002
Employment Counselor						
Seka, Khusaba	B210141	JS/RI 141 S Minneapolis	Black	F	N	01/03/2001
Swenson, Nancy J	B210141	JS/RI 141 S Minneapolis	White	F	N	01/06/2001
Mohamud, Abdulsalam	B210141	JS/RI 141 S Minneapolis	Black	F	N	01/17/2001

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Employment Counselor						
Welty,Lisa	B210141	JS/RI 141 S Minneapolis	White	F	N	03/16/2001
Murray,Kathleen	B210141	JS/RI 141 S Minneapolis	White	F	N	04/04/2001
Osman,Sirad W	B210172	JS/RI 172 W St Paul	Black	F	N	04/06/2001
Parks,Anthony	B210141	JS/RI 141 S Minneapolis	Black	M	N	05/02/2001
Erdner,Reese	B210161	JS/RI 161 N Hennepin	White	F	N	05/06/2001
Andrade,Suzie Ostermoor	B210140	JS/RI 140 N Minneapolis	White	F	N	07/18/2001
Schmunk,Delvin	B210173	JS/RI 173 Burnsville	American In	M	N	08/18/2001
Colleran,Claudia S.	B210172	JS/RI 082 Burnsville FA	White	F	Y	09/15/2001
Johnson,Delia	B210178	JS/RI 178 Dakota Co No Svc Ctr	White	F	N	10/15/2001
Cavell,Colleen	B210140	JS/RI 140 N Minneapolis	White	F	N	11/10/2001
Higgins,Michael J	B210172	JS/RI 172 W St Paul	White	M	N	11/17/2001
McIntyre,Roy	B210172	JS/RI 172 W St Paul	White	M	N	04/13/2002
Herrera Ocampo,Alicia	B210170	JS/RI 170 St Paul Midway	Hispanic	F	N	04/23/2002
Mohamud,Abdiwahid	B210141	JS/RI 141 S Minneapolis	Black	M	N	04/23/2002
Yang,Sunny	B210170	JS/RI 170 St Paul Midway	Asian/Pacific I	F	N	04/23/2002
Arch,Quanda	B210141	JS/RI 141 S Minneapolis	Black	F	N	06/15/2002
Georges,Karine A	B210140	JS/RI 140 N Minneapolis	White	F	N	08/27/2002
General Maintenance Wrkr						
Nimeth,Russell	B210013	CO/PSS Admin Offices	White	M	Y	07/24/2001
McDonald Jr,Robert M	B210013	CO/PSS Admin Offices	White	M	Y	08/03/2002
Information Officer 3						
Schara,Richard H.	B210003	CO/PSS Admin Offices	White	M	N	07/04/2001
Information Technology Spec 2						
Bika,Rakesh	B210025	CO/PSS Admin Offices	Asian/Pacific I	F	N	10/09/2002
Information Technology Spec 3						
Lindstrom,Jean	B210025	CO/PSS Admin Offices	White	F	N	07/27/2002
Intern						
Besser,Lori	B210903	DRS 903 Burnsville-Dakota Co W	White	F	N	03/03/2001
Miess,Karla J	B210905	DRS 905 St Paul Norwest	White	F	N	03/24/2001
Hoffman,Amber	B210905	DRS 905 St Paul Norwest	White	F	N	05/18/2001
Donovan,Sandra	B210007	CO/PSS Admin Offices	White	F	N	05/19/2001
Birskyte,Liucija	B210007	CO/PSS Admin Offices	White	F	N	06/02/2001
Warner,Sandra	B210919	DRS 919 NE Minneapolis	White	F	N	11/03/2001
Hamilton,John	B210439	DRS 439 Hutchinson	Asian/Pacific I	M	N	04/05/2002
Meyer,Misty A	B210739	DRS 739 St Cloud	White	F	N	04/06/2002
Jacobson,Beth	B210913	DRS 913 Blaine(Anoka Co WFC)	White	F	N	04/27/2002
Zheng,Yi	B210007	CO/PSS Admin Offices	Asian/Pacific I	F	N	08/31/2002

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Intern						
Whitmore, Wayne	B210129	DRS 129 Duluth	White	M	N	09/14/2002
Boettcher, Robert	B210095	JS/RI Admin Offices	White	M	N	10/01/2002
Job Service Program Spec 2						
Davis, Jessica	B210096	JS/RI Admin Offices	White	F	N	12/08/2001
Legal Analyst						
Wardell, Stacey	B210087	JS/RI Admin Offices	White	F	N	05/18/2002
Villaume, Frank	B210087	JS/RI Admin Offices	White	M	N	07/18/2002
Swanson, Christine	B210087	JS/RI Admin Offices	White	F	N	08/08/2002
Bushman, Jessica A	B210087	JS/RI Admin Offices	White	F	N	08/15/2002
Management Analyst 1						
Olson, F Anne	B210992	DRS 973-994 Admin Offices	White	F	N	11/05/2002
Management Analyst 4						
McAlpine, Sylvia J	B210088	JS/RI Admin Offices	White	F	N	01/12/2002
Migrant Labor Rep						
Garza, Robert F	B210200	JS/RI 200 Albert Lea	Hispanic	M	N	04/10/2001
Martinez, Diana G	B210800	JS/RI 800 Willmar	Hispanic	F	N	08/08/2002
Surita, Teresa	B210580	JS/RI 580 Moorhead	Hispanic	F	N	11/07/2002
Office & Admin Specialist						
Casarez, Cynthia	B210171	JS/RI 171 N St Paul	White	F	N	01/03/2001
Lief, Edward	B210987	DDS 987 Admin Office	Not Indicated	M	N	02/14/2001
Newman, Lisa	B210080	JS/RI Admin Offices	White	F	N	03/31/2001
Valesano, Adam J	B210722	JS/RI 722 Central Benefit Call	White	M	N	04/02/2001
Langevin, Pamela K	B210987	DDS 987 Admin Office	White	F	N	04/11/2001
Hess, Cherie	B210987	DDS 987 Admin Office	White	F	N	05/08/2001
Totland, Kimberly	B210080	JS/RI Admin Offices	White	F	N	09/08/2001
Peters, Amy Lu	B210079	JS/RI Admin Offices	White	F	N	09/18/2001
McGinnis, Abbe	B210079	JS/RI Admin Offices	White	F	N	10/13/2001
Seeley, Lisa	B210079	JS/RI Admin Offices	White	F	N	10/13/2001
Kittelson, Linda D	B210188	JS/RI 188 Metro Call Center	White	F	N	11/10/2001
Mohamed, Ilham	B210188	JS/RI 188 Metro Call Center	Not Indicated	F	N	12/06/2001
Moe, Carolyn M	B210992	DRS 973-994 Admin Offices	White	F	N	03/12/2002
Gutzman, Doris	B210080	JS/RI Admin Offices	White	F	N	03/27/2002
Sobanski, Jason	B210987	DDS 987 Admin Office	White	M	N	05/07/2002
Sobanski, Justin	B210987	DDS 987 Admin Office	White	M	N	05/25/2002
Eaton, Jeffrey C.	B210084	JS/RI Admin Offices	White	M	N	06/01/2002
Hickman, Tony M	B210080	JS/RI Admin Offices	White	M	N	06/06/2002

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Office & Admin Specialist						
Aus,Joel	B210079	JS/RI Admin Offices	White	M	N	06/13/2002
Chenail,Amy	B210036	WS 038 Admin Office	White	F	N	07/09/2002
Streich,Bridget	B210280	JS/RI 280 Brainerd	White	F	N	07/26/2002
Church,Donna M	B210987	DDS 987 Admin Office	White	F	Y	07/30/2002
Adams,Lisa	B210079	JS/RI Admin Offices	White	F	N	08/01/2002
Heasley,Joshua A	B210079	JS/RI Admin Offices	White	M	N	08/02/2002
Evans,Jonathon	B210079	JS/RI Admin Offices	White	M	N	08/21/2002
Peterson,Matthew A	B210080	JS/RI Admin Offices	White	M	N	08/29/2002
Strande,Melissa S	B210319	DRS 319 Monticello	White	F	N	10/29/2002
Anderson,David	B210079	JS/RI Admin Offices	White	M	N	11/02/2002
Genz,Heather	B210007	CO/PSS Admin Offices	White	F	N	12/06/2002
Office & Admin Specialist Int						
Ruhl,Linda L	B210987	DDS 987 Admin Office	White	F	N	01/05/2001
Marson,Rebecca A	B210084	JS/RI Admin Offices	White	F	N	04/30/2002
Sipe,Vicki	B210992	DRS 973-994 Admin Offices	White	F	N	10/01/2002
Office & Admin Specialist Sr						
Horrisberger,Holly	B210053	SSB 47-55 Admin St Paul	White	F	N	04/21/2001
Kramer,Arleen F	B210319	DRS 319 Monticello	White	F	N	07/03/2001
McCarthy,Elaine M	B210907	DRS 907 St Paul Midway	White	F	N	07/12/2001
Roberts,Rebecca	B210053	SSB 47-55 Admin St Paul	White	F	N	09/13/2001
Beard,Marsha K	B210146	JS/RI 146 S Hennepin	White	F	N	07/03/2002
Novotny,Sarah E	B210031	JS/RI Admin Offices	White	F	N	08/23/2002
Office Specialist						
Myrman,Michael	B210173	JS/RI 173 Burnsville	White	M	N	02/24/2001
Hunt,Melissa	B210913	DRS 913 Blaine(Anoka Co WFC)	White	F	Y	03/08/2001
Christy,Douglas	B210056	SSB 56-59 Client St Paul	White	M	Y	03/31/2001
Blondell,Kelly	B210014	CO/PSS 014 Admin Ofc Energy Pk	White	F	N	04/11/2001
Brunette,Jennifer L	B210913	DRS 913 Blaine(Anoka Co WFC)	White	F	N	05/07/2001
Sevals,Edward B	B210141	JS/RI 141 S Minneapolis	White	M	N	07/18/2001
Robinson,Tina	B210141	JS/RI 141 S Minneapolis	Black	F	N	08/04/2001
Trobaugh,Melissa	B210987	DDS 987 Admin Office	White	F	N	08/11/2001
Beranek,Karen E	B210620	JS/RI 620 New Ulm	Not Indicated	F	N	09/01/2001
Vang,May Lor	B210141	JS/RI 141 S Minneapolis	Asian/Pacific I	F	N	09/01/2001
Martinez,Diana Marie	B210090	JS/RI Admin Offices	Hispanic	F	N	11/01/2001
Fellner,Joyce Lr	B210007	CO/PSS Admin Offices	White	F	N	11/03/2001
Bendickson,Edna	B210320	JS/RI 320 Crookston	White	F	N	12/20/2001
Meade,Barbara	B210051	SSB 47-55 Admin St Paul	White	F	N	02/05/2002
Johnson,Sarah E	B210840	JS/RI 840 Winona	White	F	N	08/17/2002

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Office Specialist						
Marquiss,Michael J	B210907	DRS 907 St Paul Midway	American In	M	N	09/12/2002
Ciuraru,Richard	B210987	DDS 987 Admin Office	White	M	N	10/01/2002
Krueger,Pamela D	B210090	JS/RI Admin Offices	White	F	N	11/02/2002
Proj Analyst						
Haugen,Jodee M	B210762	JS/RI 762 Roseau	White	F	N	01/16/2002
Weiland,Sandra	B210762	JS/RI 762 Roseau	White	F	N	09/21/2002
Proj Consultant						
Morales,Gwendolyn I	B210922	DRS 922 S Minneapolis WtW	White	F	N	07/09/2002
Proj Consultant Sr						
Pippo,Stephanie	B210057	SSB 56-59 Client St Paul	White	F	N	09/20/2002
Proj Team Leader						
Braun,Connie L	B210840	JS/RI 840 Winona	White	F	N	03/14/2001
Gonzalez,John	B210096	JS/RI Admin Offices	Hispanic	M	N	06/01/2001
Rehabilitation Couns						
Krueger,Tonya	B210904	DRS 904 W St Paul	White	F	N	07/20/2001
Bagdade,Paul	B210910	DRS 910 N St Paul	White	M	N	09/01/2001
Newhouse,Mollie Elisabeth	B210907	DRS 907 St Paul Midway	White	F	N	03/23/2002
Maier,Jane	B210723	SSB 723 St Cloud	White	F	Y	06/15/2002
Koontz,Jennifer L	B210913	DRS 913 Blaine(Anoka Co WFC)	White	F	N	08/24/2002
Rehabilitation Couns Career						
Griffin,Thomas J	B210129	DRS 129 Duluth	White	M	N	01/31/2001
Holden,Rhoda A	B210910	DRS 910 N St Paul	White	F	N	02/24/2001
Vale Steiner,Susan M	B210905	DRS 905 St Paul Norwest	White	F	N	05/02/2001
Vieau,Amy T K	B210907	DRS 907 St Paul Midway	Asian/Pacific I	F	N	10/06/2001
Kelly,Amy J	B210903	DRS 903 Burnsville-Dakota Co W	White	F	N	12/30/2001
Bruce,Jolene K	B210759	DRS 759 St Peter Hospital	White	F	Y	03/13/2002
Culley,Donna R	B210905	DRS 905 St Paul Norwest	White	F	Y	06/16/2002
Sellner,Lana Kay	B210903	DRS 903 Burnsville-Dakota Co W	White	F	N	11/23/2002
Rehabilitation Couns Sr						
Dalen,Carrie	B210923	DRS 923 Dtnw Minneapolis	White	F	N	04/19/2001
Fier,Tawnya	B210913	DRS 913 Blaine(Anoka Co WFC)	White	F	N	05/09/2001
Miller,Robin C	B210449	DRS 449 Hibbing	White	F	N	09/27/2001
Klemick-Hutchinson,Kaelene	B210903	DRS 903 Burnsville-Dakota Co W	White	F	N	03/06/2002
Homer-Quesnell,Leslie	B210739	DRS 739 St Cloud	White	F	N	05/18/2002
Moore-Walker,Nannette	B210919	DRS 919 NE Minneapolis	Black	F	N	08/03/2002

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Rehabilitation Couns Supv 2 Nieman,George	B210449	DRS 449 Hibbing	White	M	N	11/30/2001
Rehabilitation Couns Supv 4 Tillemans,Thomas	B210319	DRS 319 Monticello	White	M	N	09/12/2001
Rehabilitation Program Spec 3 Lunz,Allan R	B210922	DRS 922 S Minneapolis WtW	White	M	N	01/26/2002
Research Analysis Spec Mangaraj,Sandeep	B210007	CO/PSS Admin Offices	White	M	N	07/20/2001
Ostrom,Michelle J	B210720	JS/RI 720 St Cloud(Division)	White	F	N	06/07/2002
Research Analysis Spec Sr Hilber,Don C	B210007	CO/PSS Admin Offices	White	M	N	06/15/2002
Research Analyst Feltz,Constance	B210007	CO/PSS Admin Offices	White	F	N	09/11/2002
Research Analyst Intermediate Adams,Stephanie M	B210007	CO/PSS Admin Offices	White	F	N	05/26/2001
Snilsberg,Thor	B210007	CO/PSS Admin Offices	White	M	N	05/25/2002
Unemployment Ins Aud 2 Nelson,Lowell E	B210082	JS/RI 082 Field Audit	White	M	N	05/02/2001
Randall,Kathleen S	B210082	JS/RI 082 Field Audit	White	F	Y	04/12/2002
Unemployment Ins Oper Analyst Bibeau,Frank W	B210080	JS/RI Admin Offices	American In	M	Y	01/17/2001
Cunningham,Margaret Jo	B210079	JS/RI Admin Offices	White	F	N	03/01/2001
Patton,Marlene R	B210079	JS/RI Admin Offices	Black	F	N	10/30/2001
Page,Claudia A	B210088	JS/RI Admin Offices	White	F	N	11/25/2001
Lash,Je'na Lynn	B210088	JS/RI 141 S Minneapolis	Black	F	N	05/16/2002
Ketchum,Melissa J.	B210088	JS/RI 140 N Minneapolis	White	F	N	08/02/2002
Kempe,Thomas M	B210188	JS/RI 188 Metro Call Center	White	M	N	08/17/2002
Sorenson,Sarah B	B210088	JS/RI Admin Offices	White	F	N	08/30/2002
Unemployment Ins Prog Spec 1 Owens,Cheryl J	B210080	JS/RI Admin Offices	White	F	N	04/02/2002
Unemployment Ins Prog Spec 3 Kammeyer-Mueller,John	B210088	JS/RI Admin Offices	White	M	N	08/29/2001

12/17/2002

MDES EMPLOYEE AT SEPARATED
January 01, 2001 - December 31, 2002

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<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Unemployment Ins Prog Spec 3 Kurshoff,John A	B210088	JS/RI Admin Offices	White	M	N	05/22/2002
Vocational Rehab Technician Sr Olson,Luana	B210905	DRS 905 St Paul Norwest	White	F	N	01/29/2002

Layoff Analysis of Business Information & Support Branch

During the reporting period of 2001 - 2002 Minnesota Department of Economic Security had layoffs in July of 2002. These layoffs were due to State general fund budget cuts by the Legislature. Since MDES has little State funding, the cuts came primarily from the State Services for the Blind Branch which receives the bulk of the State general funds allocated to MDES. There were five layoffs that occurred due to these cuts.

SSB EMPLOYEES WHO WERE LAYED OFF
June 01, 2002 - December 31, 2002

<u>EMPL NM</u>	<u>DEPT NB</u>	<u>LOCN NM</u>	<u>ETHNIC GRP</u>	<u>GENDE</u>	<u>DISABLED</u>	<u>EFF DT</u>
Braillist Technician Obrestad, Sharon K	B210051	SSB 47-55 Admin St Paul	White	F	N	08/06/2002
Central Svcs Admin Spec Inter Schulte, Diane M	B210052	SSB 47-55 Admin St Paul	White	F	N	08/06/2002
Central Svcs Admin Spec Prin Troff, Duane A	B210052	SSB 47-55 Admin St Paul	White	M	Y	08/06/2002
Communication Center Spec Michaelson, Ronald	B210047	SSB 47-55 Admin St Paul	White	M	N	08/06/2002
Community Svcs Program Spec 1 Knudsen, Laurie	B210047	SSB 47-55 Admin St Paul	White	F	Y	08/06/2002
Customer Svcs Specialist Int Erickson, Jo-Ann F	B210050	SSB 47-55 Admin St Paul	White	F	N	08/06/2002
Office & Admin Specialist Needham, Katherine M	B210723	SSB 723 St Cloud	White	F	N	09/13/2002
Office & Admin Specialist Int Torma, Christine A	B210133	SSB 133 N Region Duluth	White	F	N	08/01/2002
Leither, Diana C	B210723	SSB 723 St Cloud	White	F	N	08/06/2002
Rehabilitation Program Spec 1 Sanders, Judith A	B210060	SSB 56-59 Client St Paul	White	F	Y	08/06/2002