



Metropolitan Council State Affirmative Action Plan

2022-2024



Equity Advisory Committee August 15, 2023 Ashanti Payne, Asst. Dir. OEE0

Metropolitan Council State Affirmative Action Plan (AAP)

- **Purpose:** To assure that positions in the executive branch of the civil service are equally accessible to all qualified persons, and to eliminate the underutilization of qualified members of protected groups.
- Covers SFYs **2022-2024**
- Submitted to Minnesota Management & Budget (MMB) for review and approval (**Final approval received 7/10/2023**)
- Does not require Council approval
- Must be signed by :
 - The Regional Administrator
 - The Council's Affirmative Action Officer
 - The Council's Director of HR

Roles & Responsibilities:

- **Regional Administrator** - provide executive leadership of the Council's diversity, equal opportunity and affirmative action programs.
- **Affirmative Action Officer** - Implement, direct, and manage the Council's diversity, affirmative action and equal opportunity policies and programs.
- **HR Director** - Develop, recommend and administer a human resources system that is consistent with and promotes diversity, equal opportunity and affirmative action objectives.

Roles & Responsibilities Cont.:

- **Americans with Disabilities Act (ADA) Title I Coordinator** - ensure the Council's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.
- **Americans with Disabilities Act (ADA) Title II Coordinator** - ensure the Council's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.
- **All Council Employees** - conducting themselves in accordance with the Metropolitan Council's policies on equal employment opportunity, affirmative action, discrimination, harassment, inappropriate behavior and respectful workplace.

State AAP Key Components:

- **Executive Summary**
- Communication of the Plan
- **Utilization/Availability Analysis, Establishment of Goals & Timetables**
- **Progress & Personnel Activity Reports**
- Corrective Actions & Action-Oriented Programs
- Method of Auditing, Evaluating & Reporting Program Success

State AAP Data Components:

- **Snapshot Data** - All active classified and unclassified, including temporary unclassified employees by EEO job category
- **Hires/Rehires** - All classified and unclassified, including temporary unclassified, hires/rehires by EEO job category
- **Promotions** - All classified and unclassified, including temporary unclassified promotions by EEO job category
- **Separations** - All classified and unclassified, including temp unclassified, separations by voluntary and involuntary separation, including separation by death, and by EEO job category

*EEO job category: A job classification of a group of one or more positions with similar duties and responsibilities

*Data Range: July 1, 2018 – June 30, 2022

Utilization/Availability Analysis:

- Required Data: American Community Survey (2016-2020) data
 - 1) Determine the external and internal availability weights. The sum of the weights must be 100
 - 2) Determine a reasonable recruitment area for each EEO job category (The Council has chosen the 7 County Metro)
 - 3) Select the percentages for females, race/ethnic minorities, and individuals with disabilities for each EEO job category in the recruitment area
 - 4) Utilize the external & internal availability weights to calculate the availability percentage for each job category
 - 5) Snapshot data is compared against calculated availability percentage to determine if there is underutilization for persons of color, women and individuals with disabilities.in each EEO job category

Executive Summary:

Workforce Underutilization Analysis of Protected Groups (x indicates the job categories and protected groups that have underutilization.)

Job Categories	Women	People of Color	Individuals with Disabilities
Officials & Administrators	X	N/A	X
Professionals	X	N/A	N/A
Technicians	X	X	N/A
Protected Services: Sworn	X	N/A	N/A
Paraprofessionals	X	N/A	N/A
Office/Clericals	X	N/A	X
Skilled Craft	X	X	X
Service Maintenance	X	N/A	X

*Data Range: July 1, 2018 – June 30, 2022

Establishment of Goals & Timetables:

- *Through the utilization and availability analysis, the Council has determined which job categories are underutilized for females, people of color, and individuals with disabilities in the agency and has set hiring goals for the next two years*

Establishment of Goals & Timetables:

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2020-2022	People of Color Establish Goals?	People of Color If Yes, Goals for FY 2020-2022	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2020-2022
Officials/Administrators	Yes	38.3%	N/A	N/A	Yes	3.8%
Professionals	Yes	50.8%	N/A	N/A	N/A	N/A
Technicians	Yes	55.3%	Yes	28.0%	N/A	N/A
Protective Services: Sworn	Yes	19.0%	N/A	N/A	Monitor	N/A
Para-Professionals	Yes	78.9%	N/A	N/A	Monitor	N/A
Office/Clerical	Yes	57.7%	N/A	N/A	Yes	6.0%
Skilled Craft	Yes	15.6%	Yes	34.2%	Yes	5.0%
Service Maintenance	Yes	40.7%	N/A	N/A	Yes	8.5%

Progress & Personnel Activity Reports:

Data Range July 1, 2018 – June 30, 2022

- **Females**
 - Females represented approximately 26.1% of the Council's workforce. There was a total of 1063 separations during the reporting period. Females accounted for 28.0% of all separations (includes retirement). This is higher than the total workforce representation.
- **Racial/Ethnic Minorities**
 - Racial/Ethnic Minorities represented approximately 36.3% of the Council's workforce. There was a total of 1063 separations during the reporting period. Racial/Ethnic Minorities accounted for 39.6% of all separations (includes retirement). This is higher than the total workforce representation.
- **Individuals With Disabilities**
 - Individuals with disabilities represent approximately 2.8% of the Council's workforce. There was a total of 1063 separations during the reporting period. Individuals with disabilities accounted for 3.9% of all separations (includes retirement).

Strategies, Best Practices & Corrective Actions:

- 1) Outreach & Engagement with Community Based Orgs
- 2) Ability Internship Program Pilot
- 3) Workforce Training (Skilled Craft)
- 4) Equity Recruitment Scorecard
- 5) Engagement Survey
- 6) Racial Equity Training
- 7) Employee Resource Groups
- 8) Workforce Data Dashboards
- 9) Testing of Applicants
- 10) Career Ladder Workshops
- 11) Operator Retention & Separation

Council Workforce Equity Goals:

- Assess hiring barriers and ensure bias is mitigated in all employment related practices and processes
- Attract, hire and retain highly skilled individuals within our workforce
- The diversity of our region is reflected in the Council's workforce at all levels and roles throughout the agency
- Adopt a policy that supports the hiring of people with disabilities
- All employees can contribute their best and feel valued
- The Council is seen as a leader for advancing equity and racial equity in the region

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