2020-2022 Metropolitan Council State Affirmative Action Plan (AAP)
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 2020-2022**
- Submitted to Minnesota Management & Budget (MMB) for review and approval
- 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
## Executive Summary:

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

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Women</th>
<th>People of Color</th>
<th>Individuals with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials &amp; Administrators</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Professionals</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Technicians</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Protected Services: Sworn</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Protected Services: Non-sworn</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Paraprofessionals</td>
<td>X</td>
<td></td>
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<tr>
<td>Office/Clericals</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Skilled Craft</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Service Maintenance</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Data Range: July 1, 2018 – June 30, 2020*
Progress & Personnel Activity Reports:
Data Range July 1, 2018 – June 30, 2020

- **WOMEN**
  - Women represented approximately 25.3% of the Council’s workforce. There was a total of 1177 separations during the reporting period. Women accounted for 31.6% of all separations (includes retirement). This is higher than the total workforce representation.

- **PEOPLE OF COLOR**
  - People of Color represented approximately 35.4% of the Council’s workforce. There was a total of 1177 separations during the reporting period. People of color accounted for 42.1% of all separations. This is higher than the total workforce representation.

- **INDIVIDUALS WITH DISABILITIES**
  - Individuals with disabilities represent approximately 2.4% of the Council’s workforce. There was a total of 1177 separations during the reporting period. Individuals with disabilities accounted for 2.0% of all separations.
Cyrenthia Jordan, Director, Office of Equal Opportunity, 651-602-1085
Ashanti Payne, OEO Assistant Director, 651-602-7660