

Metropolitan Council Workforce equity

Affirmative Action Plan (AAP)

EEO Program Plan

Workforce Equity Monitoring & Reporting

Ashanti Payne, Asst. Director Office of Equity and Equal
Opportunity (OEEO)

October 15, 2024 - Equity Advisory Committee



Regulatory Compliance, Workforce Monitoring & Reporting



Reports & Dashboards

- State Affirmative Action Plan – MMB
- Federal Transit Administration EEO Program Plan
- EEO-4 Report – US Equal Employment Opportunity Commission (EEOC)
- Anti-Racism & Economic Justice (AREJ) Trust
- OEEO State AAP Dashboard
- Metropolitan council Public AAP Dashboard
- HR Workforce Dashboard

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 **2024-2026**
- Submitted to Minnesota Management & Budget (MMB) for review and approval (**Final approval received 9/12/2024**)
- 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, 2022 – June 30, 2024

Utilization/Availability Analysis:

- Required Data: American Community Survey (2014-2018) 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

Progress Report

Table 2. Progress Report from 2022-2024 Affirmative Action Plan

Job Category	Females	<u>Persons</u> with Disabilities	Racial or Ethnic Minorities
Officials and Managers	No	Yes	
Professionals	No		
Technicians	No		Yes
Protective Services: Sworn	Yes		
Protective Services: Non-sworn	No		
Paraprofessionals	No		
Administrative Support	No	Yes	
Skilled Craft	No	Yes	No
Service Maintenance	No	No	

Separation Analysis

Table 3. Separation Analysis

Separation Type	Females	<u>Persons</u> with Disabilities	Racial or Ethnic Minorities
Dismissal or <u>Non-Certification</u>	59	5	98
Resignation	165	20	257
End Internship	57	4	36
Retirement	76	11	50
Death	6	1	2
Termination without Rights	49	6	148
Total Separations	412	47	591

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

Table 4. 2024-2026 Hiring Goals by Job Category and Protected Group

Job Category	Females	Persons with Disabilities	Racial or Ethnic Minorities
Officials and Managers	39.5%	-	-
Professionals	50.9%	-	-
Technicians		-	-
Protective Services: Sworn	19.6%	-	-
Protective Services: Non-sworn	28.6%	-	-
Paraprofessionals	76.3%	-	42.6%
Administrative Support	56.8%	-	-
Skilled Craft	15.5%	5.4%	34.2%
Service Maintenance	40.8%	8.5%	-

Strategies, Best Practices & Corrective Actions:

- With support from OEEC the Council's Workforce Development department leads the effort to grow and maintain connections with metro area CBOs. This effort includes periodic in-person and virtual interactions with over 30 organizations. These organizations include faith based, non-profit and cultural organizations. The purpose of these engagements is to share information about current Council/Transit career opportunities and Pathway programs.
- To address the underutilization of minorities and females in the Skilled Craft area, the Council's Workforce Development department leads Pathway programs. Pathway programs are either registered apprentices or training programs that offer paid training experience to individuals with low or no technical experience. These programs are focused on supporting the Skilled Craft positions including but not limited to Revenue Equipment, Bus, Electro Mechanic (Rail) and Signal Technicians. More than 75% of successful Pathway program graduates are female and/or minorities.
- Continue with the Week Zero programming led by our Workforce Development department that supports Metro Transit Bus and Rail Operator hiring. Currently more than 75% of newly hired Operators are new to the Bus Operator industry and do not have a CDL credential. Week Zero is a paid week of intensive learning for non-CDL Operators so they can successfully obtain their Commercial Learners Permit (CLP), a required credential before they begin their behind the wheel training. Over 90% of Operator successfully obtain their CLP during Week Zero and advance to CDL and Operator training.
- Continue monitoring results from our Equity Recruitment Scorecard. In 2023 overall score was 92%. Stats are reported out at YE.
- The service maintenance category has significant separation of females and black employees during the last plan year. To mitigate separations of females and black employees, we will:
 - Conduct exit interviews, analyze the data, and address identified concerns.
 - Track recruitment, employment and retention data to understand where in the process these protected groups are falling out of the process and develop strategies that impact retention rates for the groups.

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



Ashanti Payne Ashanti.payne@metc.state.mn.us

Assistant Director
Office of Equity & Equal Opportunity
612-349-7660

