

EEOP Utilization Report



Thu Mar 05 14:06:09 EST 2015

Step 1: Introductory Information

Grant Title: BJA Edward Byrne Memorial Justice Assistance Grant Program
Grant Number: 2014-DJ-BX-1150

Grantee Name: Minnesota Department of Public Safety
Award Amount: \$2,860,098.00

Grantee Type: State Government Agency

Address: 444 Cedar Street, Ste. 126
St. Paul, Minnesota
55101

Contact Person: Tricia Hummel
Telephone #: 651-201-7320

Contact Address: 445 Minnesota St. Ste. 2300
St. Paul, Minnesota
55101

DOJ Grant Manager: Nikisha Love
DOJ Telephone #: 202-616-8241

Grant Title: Violence Against Women Act STOP
Grant Number: 2014-WF-AX-0046

Grantee Name: Minnesota Department of Public Safety
Award Amount: \$2,434,798.00

Grantee Type: State Government Agency

Address: 444 Cedar St. Ste. 126
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Contact Person: Chris Anderson
Telephone #: 651-201-7302

Contact Address: 445 Minnesota St. Ste. 2300
St. Paul, Minnesota
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DOJ Grant Manager: Kevin Sweeney
DOJ Telephone #: 202-514-7909

Grant Title: Victims of Crime Act (VOCA)
Grant Number: 2014-VA-GX-0033

Grantee Name: Minnesota Department of Public Safety
Award Amount: \$7,758,144.00

Grantee Type: State Government Agency

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Contact Person: Chris Anderson
Telephone #: 651-201-7302

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St. Paul, Minnesota
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DOJ Grant Manager: Deserea Jackson

DOJ Telephone #: 202-307-6187

Policy Statement:

It is the policy of the state of Minnesota and the Department of Public Safety to provide an employment environment that is free of any form of discrimination or harassment on the basis of race, sex, color, creed, religion, age, national origin, sexual orientation, disability, marital status, status with regard to public assistance, familial status, or membership or activity in a local human rights commission. The Department of Public Safety is committed to the implementation of affirmative action policies, programs, and procedures and will continue to actively promote a program of affirmative action wherever minorities, women, and persons with disabilities are underrepresented in the workforce. The Department of Public Safety is committed to the retention of all qualified, talented employees, including protected group employees. In addition, all new employees are trained in respectful communication and preventing discrimination and harassment in the workplace.

Step 4b: Narrative Underutilization Analysis

There is no job classification where a race/ethnicity underutilization exists greater than 2% except for Black or African American men in the Protective Service: Sworn Officials (-3%) and Black or African American men (-3%), Hispanic or Latino men (-5%), and Hispanic or Latino women (-3%) in the Service Maintenance job classification. The utilization rate for Black or African American men in the Protective Service: Sworn Officials (-3%) has remained constant since 2013. However, the underutilization rates of Black or African American men and Hispanic or Latino men and women have increased. The number of individuals available to perform service maintenance positions from these racial groups have increased while the number of new hires into these positions has not. There are only a few of these positions available within the agency.

There is a significant underutilization of white women in the Protective Services: Sworn Patrol Officers (-37%), Protective Service: Non-Sworn (-23%) and Service Maintenance (-29%) job categories. In addition, white men are underutilized in the Administrative Support (-20%) job category. White men are currently underutilized in the Officials and Administrators (-9%) job category and white women are underutilized in the Protective Services: Sworn Officials (-5%). These figures appear to indicate that women in the agency, while underutilized overall, are more represented in higher level positions.

While underutilization has increased for Service Maintenance job categories, analysis reflects underutilization has improved since 2013 for white women in the Professionals, Technicians, Protective Services: Sworn Officials and underutilization has remained the same for Black or African American men in the Protective Services: Sworn Officials job category.

Step 5 & 6: Objectives and Steps

1. Continue the State Patrol's LETO program to increase the number of women and minorities hired as troopers

a. Minnesota requires specific peace officer education and skills training for peace officer licensure. Typically this is obtained through a law enforcement college degree. An analysis conducted of those currently in college programs determined that there was not a sufficient number of racial diversity and women in this traditional pool of applicants to significantly increase the number of diverse hires. The department partners with Minnesota State Colleges and Universities (MnSCU) to create the Law Enforcement Training Opportunity (LETO) program, whereby the State Patrol provides the required education and skills training to any qualified applicant with a 2 or 4-year college degree, regardless of the degree. The State Patrol has graduated four LETO schools. This program has increased the number of woman and racially diverse applicants and will continue to be analyzed to determine its effectiveness.

2. Provide appropriate training to promote a respectful and inclusive workplace free from discrimination and discriminatory harassment.

- a. Continue to provide education to department supervisors and managers about affirmative action and their responsibilities in implementing the department's Affirmative Action Plan.
- b. Make training available to all new employees about respectful communication and each employee's responsibility to ensure a workplace free from discrimination, harassment, fear and violence. The department has implemented a department-wide workplace violence prevention program to ensure that employees have the information and tools to feel safe in the workplace.
- c. Provide training to all employees in topics including respectful communication, diversity and inclusion.

3. Engage in effective recruitment and hiring efforts.

- a. Participation in career fairs and community events to demonstrate the department's commitment to diversity recruitment and hiring, recruit potential applicants and promote public safety education.
- b. Partner with community organizations to demonstrate the departments commitment to diversity recruitment, to enhance community relationships and increase the number of qualified diverse applicants.
- c. Create and support pre-law enforcement opportunities to encourage students to pursue law enforcement and criminal justice careers and provide work opportunities to students interested in law enforcement.

Step 7a: Internal Dissemination

The Director of Internal Affairs/Affirmative Action will distribute the EEOP to the Human Resources Office and the division directors with directions detailing their responsibility to support and implement the plan. Each division director is responsible to ensure that employees know where they can view the plan or obtain a copy of it.

The EEOP will be made available on the department's intranet for access by employees.

An email will be sent to all employees with directions as to where to view the EEOP and how to obtain a copy of it. The email will also include directions for supervisors to make the information available to staff without email access. A copy of the EEOP will be available in the Human Resources Office.

Any employee seeking a copy of the EEOP may contact the Director of Internal Affairs/Affirmative Action for a paper copy or will be referred to the EEOP's electronic locations.

Step 7b: External Dissemination

The EEOP will be made available on the department's internet website accessible to the public.

**Utilization Analysis Chart
Relevant Labor Market: Minnesota**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	15/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	208,680/56%	3,465/1%	4,125/1%	695/0%	5,335/1%	50/0%	1,555/0%	465/0%	138,080/37%	2,770/1%	3,395/1%	945/0%	4,185/1%	80/0%	1,255/0%	350/0%
Utilization #/%	-9%	-1%	-1%	-0%	-1%	-0%	-0%	-0%	16%	-1%	-1%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	147/42%	0/0%	5/1%	2/1%	2/1%	0/0%	0/0%	0/0%	179/51%	3/1%	7/2%	1/0%	5/1%	0/0%	0/0%	0/0%
CLS #/%	204,195/39%	4,180/1%	7,510/1%	770/0%	14,510/3%	65/0%	1,675/0%	635/0%	267,005/51%	4,775/1%	7,075/1%	1,525/0%	10,215/2%	10/0%	2,345/0%	535/0%
Utilization #/%	3%	-1%	-0%	0%	-2%	-0%	-0%	-0%	0%	-0%	1%	-0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	88/52%	1/1%	0/0%	2/1%	1/1%	0/0%	0/0%	0/0%	73/43%	2/1%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	32,785/37%	590/1%	945/1%	205/0%	2,480/3%	0/0%	395/0%	130/0%	45,665/52%	705/1%	1,405/2%	155/0%	1,730/2%	0/0%	450/1%	120/0%
Utilization #/%	15%	-0%	-1%	1%	-2%	0%	-0%	-0%	-9%	0%	-1%	-0%	-1%	0%	-1%	-0%
Protective Services:																
Sworn-Officials																
Workforce #/%	76/85%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	12/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	22,405/68%	770/2%	1,305/4%	535/2%	560/2%	0/0%	159/0%	80/0%	6,130/19%	155/0%	275/1%	145/0%	170/1%	0/0%	150/0%	15/0%
Utilization #/%	17%	-2%	-3%	-2%	-2%	0%	-0%	-0%	-5%	-0%	-1%	-0%	-1%	0%	-0%	-0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	458/83%	12/2%	2/0%	7/1%	15/3%	0/0%	0/0%	0/0%	57/10%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	92,350/41%	2,660/1%	3,320/1%	235/0%	6,335/3%	20/0%	1,295/1%	215/0%	108,430/48%	2,530/1%	2,820/1%	330/0%	5,680/2%	8/0%	1,480/1%	275/0%
Utilization #/%	42%	1%	-1%	1%	-0%	-0%	-1%	-0%	-37%	-1%	-1%	-0%	-2%	-0%	-1%	-0%
Protective Services: Non-sworn																

Job Categories	Male										Female																								
	White		Hispanic or Latino		Black or African American		American Indian or Alaska Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		Other		White		Hispanic or Latino		Black or African American		American Indian or Alaska Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		Other				
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%					
Workforce #/%	98	54%	2	1%	6	3%	2	1%	9	5%	0	0%	0	0%	0	0%	56	31%	3	2%	0	0%	1	1%	4	2%	0	0%	0	0%	0	0%			
CLS #/%	1,145	36%	25	1%	35	1%	0	0%	55	2%	0	0%	0	0%	0	0%	1,700	54%	80	3%	25	1%	30	1%	35	1%	0	0%	35	1%	0	0%			
Utilization #/%	18%		0%		2%		1%		3%		0%		0%		0%		-23%		-1%		-1%		-0%		1%		0%		-1%		0%				
Administrative Support																																			
Workforce #/%	54	13%	3	1%	10	0%	0	0%	6	1%	0	0%	0	0%	0	0%	329	78%	10	2%	13	3%	1	0%	6	1%	0	0%	0	0%	0	0%			
CLS #/%	229	855	3	7	030	1%	1	1,135	0%	7	2,051	1%	35	0%	0	0%	401	855	5	9,935	1%	16,040	2	3,385	0%	11,180	2	140	0%	4,235	1%	860	0%		
Utilization #/%	-20%		-0%		-1%		-0%		0%		-0%		-0%		-0%		21%		1%		1%		-0%		-0%		-0%		-1%		-0%				
Skilled Craft																																			
Workforce #/%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%			
CLS #/%	191	775	8	7	720	3%	3	3,450	2%	1	1,190	1%	2	2,730	1%	120	0%	11	365	5	580	0%	280	0%	105	0%	1	1,465	1%	30	0%	115	0%	20	0%
Utilization #/%																																			
Service/Maintenance																																			
Workforce #/%	13	93%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
CLS #/%	328	120	4	35	670	5	22	230	3	3	3,550	0%	15	890	2	270	0%	265	775	3	20,225	3	17,875	2	3,545	0%	15,030	2	145	0%	3,510	0%	1,155	0%	
Utilization #/%	48%		-5%		-3%		-0%		-2%		-0%		-2%		-0%		-29%		6%		3%		-2%		-0%		-2%		-0%		-0%		-0%		

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals					✓											
Technicians								✓								
Protective Services: Sworn-Patrol Officers			✓						✓	✓			✓			
Protective Services: Non-sworn									✓							
Administrative Support	✓															

Law Enforcement Category Rank Chart

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn - Officials																
Workforce #/%	76/85%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	12/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	458/83%	12/2%	2/0%	7/3%	15/3%	0/0%	0/0%	0/0%	57/10%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%

