

# EEO Utilization Report

## Organization Information

Name: Minnesota Department Of Public Safety

City: St. Paul

State: MN

Zip: 55101

Type: State Law Enforcement

## **Step 1: Introductory Information**

### **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 of Interpretation**

With respect to all categories, the Department will ensure that all selection processes are conducted in a manner that allows every applicant an opportunity to demonstrate his or her skills. This will occur by using the monitoring the hiring process form, as well as by working one-on-one with supervisors and by providing training on bias to employees involved in the hiring process. The Department is also increasing its presence in the community by attending job fairs and by developing relationships with community groups. Finally, the Department recently created promotional materials that reflect the diverse workforce the Department is seeking to create. These materials are used in tandem with job fairs and other networking events, including events focused on diverse candidates.

With respect to the Protective Services: Sworn, the Department is committed to recruiting both diverse and white females, especially through Law Enforcement Training Opportunity (LETO), which is an affirmative hiring program that allows diverse applicants to obtain the education qualifications required by state law. LETO participants are compensated to attend classes from October to December. Then, in January, the LETO participants continue their training by participating in the Training Academy, which is required for all state troopers. The Training Academy, and by extension, the LETO program, rely on funding from the Legislature. In prior years, the timing of this funding limited the State Patrol's ability to actively recruit and promote the LETO program because it could not guarantee that it would have adequate funding to support a hiring process until shortly before the selection process began. However, in May 2016, the Legislature granted the State Patrol funding for the Training Academy for the next several years. This gives the Department a greater opportunity to seek out female applicants to take part in its Training Academy, including the LETO program.

## **Step 5: Objectives and Steps**

### **1. Objective #1: Build a diverse workforce by eliminating any existing barriers to equal employment opportunity in the Department.**

- a. Conduct an assessment of the selection processes used by supervisors and Human Resources to determine whether any barriers to equal employment opportunity exist.
- b. Develop strategic partnerships with organizations, associations, and educational institutions to increase the Department's ability to perform recruitment outreach.
- c. Conduct a study of position descriptions within various divisions to determine the feasibility of creating a career mapping program that would allow internal employees to gain new skills and advance within the Department.
- d. Support and provide on-going evaluation for the State Patrol's efforts to increase diversity in its applicant pool by using the Law Enforcement Training Opportunity (LETO) to provide educational training sufficient to meet Peace Officer Standards and Training (POST) licensing requirements. The guaranteed funding authorized by Chapter 189, Article 4, Section 7 (d) of the 2016 Session Laws for fiscal years 2018 and 2019 will allow for increased recruitment efforts for the upcoming years. The effectiveness of previous recruitment efforts was previously limited by the uncertainty of funding.

### **2. Create an inclusive organizational culture within the Department.**

- a. Encourage employees and applicants to request reasonable accommodations when necessary to perform the essential functions of the job or to apply for a position.
- b. Incorporate inclusion and bias training in the curricula of supervisor, leadership, and employee development programs, and continue to provide training on respectful communications, harassment, and discrimination.
- c. Explore Employee Resource Groups and their effect on employee retention.

### **3. Equip Department leaders, supervisors, and managers with diversity and inclusion knowledge and skills to effectively support affirmative action efforts.**

- a. Provide the Commissioner's Office and Division Directors with EEO-4 and other related data, like exit interviews and quarterly workforce diversity reports, that enables them to monitor the organizational culture and affirmative action efforts on a Department-wide basis and a Division-level basis.
- b. Provide Division Directors with regular updates and feedback on affirmative action goals and strategies.

c. Continue to provide education to Department supervisors and managers about affirmative action and their responsibilities in implementing the Plan.

### **Step 6: Internal Dissemination**

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

The EEO Report 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 EEO Report 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 EEO Report will be available in the Human Resources Office.

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

### **Step 7: External Dissemination**

The EEO Report 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
<b>Officials/Administrators</b>																
Workforce #/%	18/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/49%	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 #/%	-4%	-1%	-1%	-0%	-1%	-0%	-0%	-0%	12%	-1%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	166/41%	1/0%	5/1%	1/0%	4/1%	0/0%	0/0%	0/0%	209/51%	3/1%	7/2%	2/0%	8/2%	0/0%	2/0%	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%	555/0%
Utilization #/%	2%	-1%	-0%	0%	-2%	-0%	-0%	-0%	1%	-0%	0%	0%	0%	-0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	87/54%	1/1%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%	63/39%	3/2%	1/1%	0/0%	2/1%	0/0%	1/1%	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 #/%	17%	-0%	-1%	-0%	-2%	0%	0%	-0%	-13%	1%	-1%	-0%	-1%	0%	0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	74/86%	0/0%	1/1%	0/0%	1/1%	0/0%	1/1%	0/0%	9/10%	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 #/%	18%	-2%	-3%	-2%	-1%	0%	1%	-0%	-8%	-0%	-1%	-0%	-1%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	501/84%	9/2%	5/1%	8/1%	15/3%	0/0%	2/0%	0/0%	56/9%	1/0%	1/0%	0/0%	0/0%	0/0%	1/0%	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 #/%	43%	0%	-1%	1%	-0%	-0%	-0%	-0%	-38%	-1%	-1%	-0%	-2%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	113/56%	2/1%	4/2%	2/1%	13/6%	0/0%	1/0%	0/0%	59/29%	3/1%	0/0%	1/0%	2/1%	0/0%	2/1%	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 #/%	20%	0%	1%	1%	5%	0%	0%	0%	-25%	-1%	-1%	-0%	-0%	0%	-0%	0%
<b>Administrative Support</b>																
Workforce #/%	51/12%	2/0%	7/2%	1/0%	9/2%	0/0%	1/0%	0/0%	296/68%	8/2%	26/6%	2/0%	20/5%	0/0%	11/3%	0/0%
CLS #/%	229,855/3%	7,030/1%	10,050/1%	1,135/0%	7,205/1%	35/0%	2,385/0%	630/0%	401,855/57%	9,935/1%	16,040/2%	3,385/0%	11,180/2%	140/0%	4,235/1%	860/0%
Utilization #/%	-21%	-1%	0%	0%	1%	-0%	-0%	-0%	11%	0%	4%	-0%	3%	-0%	2%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	191,775/86%	7,720/3%	3,450/2%	1,190/1%	2,730/1%	120/0%	1,350/1%	335/0%	11,365/5%	580/0%	280/0%	105/0%	1,465/1%	30/0%	115/0%	20/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	11/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	328,120/44%	35,670/5%	22,230/3%	3,355/0%	15,890/2%	270/0%	3,730/1%	1,060/0%	265,775/36%	20,225/3%	17,875/2%	3,545/0%	15,030/2%	145/0%	3,510/0%	1,155/0%
Utilization #/%	40%	-5%	-3%	-0%	-2%	-0%	-1%	-0%	-21%	-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
<b>Colonel, Superintendent, Senior Executive Officer</b>																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant Colonel, Deputy Superintendent</b>																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major</b>																
Workforce #/%	4/100%	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%
<b>Captain, Special Agent in Charge</b>																
Workforce #/%	17/85%	0/0%	0/0%	0/5%	1/5%	0/0%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant, Special Agent Senior</b>																
Workforce #/%	50/88%	0/0%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	5/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	50/84%	9/2%	5/1%	8/3%	15/3%	0/0%	2/0%	0/0%	56/9%	1/0%	1/0%	0/0%	0/0%	0/0%	1/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Lynn M. Mueller

Director of Internal Affairs/Affirmative Action 07-28-2017

---

[signature]

[title]

[date]