

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 (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, 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

The analysis shows the Department is underutilized in Asian males in the Professionals (-2%) and Technicians (-3%) job categories. These underutilization percentages have remained the same since the prior reporting period and the Department continues to monitor racial/ethnic minorities in the Professionals and Technicians job categories.

In the Protective Services-Sworn Patrol Officers category, the Department is underutilized by females in the following areas: White (-37%), Black or African American (-1%) and Asian (-2%). While the Department continues to focus on recruitment of diverse and white females in this job category, the Department has seen an overall decline in applicants for these positions in the past two years and underutilization percentages have remained the same since the prior reporting period.

With respect to all categories, the Department ensures that all selection processes are fair and unbiased, and allow every applicant an opportunity to demonstrate their specific skills. This occurs by working one-on-one with supervisors and by providing training on hiring processes and bias to employees involved in the hiring process. The Affirmative Action Officer reviews all non-affirmative hires in areas where disparities exist in accordance with the Affirmative Action Plan. Division Directors are provided data regarding affirmative and non-affirmative hires in areas where disparities exist.

The Department uses promotional materials that reflect the workforce the Department seeks to create. These materials are used in tandem with job fairs and other networking events, including events focused on recruiting diverse candidates.

Step 5: Objectives and Steps

1. Ensure equal employment opportunities for women when filling vacancies in the Protective Services-Sworn Patrol Officer job category

- a. Attend diverse recruiting events in an effort to recruit applicants.
- b. Continue to recruit women and racial/ethnic minorities through the State Patrol's LETO program. The LETO Program 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 over a three-month period of time. LETO participants then continue their training by participating in the Training Academy, which is required for all state troopers. This program is an affirmative hiring program that has effectively increased diversity within the State Patrol.
- c. Monitor, analyze and mirror national trends on the recruitment and retention of police officers.
- d. Identify and promote leadership training opportunities for women, including Leadership in Police Organizations (LPO), a three-week program offered by the BCA, and recognized as the International Association of Chiefs of Polices (IACP) flagship leadership program. Modeled after the training concept of dispersed leadership ("every officer a leader"), this program delivers modern behavioral science concepts and theories uniquely tailored to the law enforcement environment. Graduates of this course will understand and be able to apply modern behavioral science and leadership theories in the achievement of organizational and career goals.

2. Recruit qualified women and minorities into Protective Services: Non-Sworn positions in order to eliminate the underutilization through hiring.

- a. Conduct intake interviews with newly hired employees in Exam and Inspection Specialist and Capitol Security Guard positions to determine where they learned about the job opportunity. Conduct a review and assessment of feedback and revise recruitment outreach initiatives, if necessary.
- b. DPS and/or State Patrol will participate in job fairs and community events to promote the Law Compliance Representative and Capitol Security Guard positions.
- c. Work with the Department's Office of Communications to develop a strategy to recruit female and minority individuals into State Patrol Capitol Security Guard and Driver and Vehicle Services Exam and Inspection Specialist

positions.

3. Promote an inclusive workplace that is free from discrimination and discriminatory harassment.

- a. Hire an Equity Initiatives Coordinator. The Equity Initiatives Coordinator will be responsible for the design, development, management and communication of diversity programs across the Department. The Equity Initiatives Coordinator will also be responsible for insuring that agency hiring practices, promotional opportunities and employee development promotes an inclusive work environment and is aligned with the state's diversity and inclusion strategy.
- b. Provide yearly Preventing Sexual Harassment and Respectful Workplace training to all employees.
- c. Yearly, require all employees to read and acknowledge the policies for the Prohibition of Harassment and Discrimination and the Prevention of Sexual Harassment.

Step 6: Internal Dissemination

The Affirmative Action Officer will distribute the EEO Report to the Human Resources Office and to 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.

Employees may contact the Affirmative Action Officer for a paper copy of the EEO Report, 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
Officials/Administrators																
Workforce #/%	14/36%	0/0%	█/5%	0/0%	█/3%	0/0%	0/0%	0/0%	17/44%	█/3%	█/10%	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 #/%	-20%	-1%	4%	-0%	1%	-0%	-0%	-0%	7%	2%	9%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	170/38%	█/0%	█/1%	█/0%	█/1%	0/0%	█/0%	0/0%	227/51%	11/2%	█/2%	█/0%	13/3%	0/0%	█/1%	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 #/%	-1%	-1%	-0%	0%	-2%	-0%	-0%	-0%	-0%	2%	0%	0%	1%	-0%	1%	-0%
Technicians																
Workforce #/%	79/47%	█/1%	█/1%	0/0%	0/0%	0/0%	█/1%	0/0%	69/41%	█/3%	█/2%	0/0%	█/2%	0/0%	█/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 #/%	10%	-0%	0%	-0%	-3%	0%	1%	-0%	-11%	2%	0%	-0%	0%	0%	1%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	75/75%	█/2%	█/1%	█/1%	█/4%	0/0%	█/1%	0/0%	█/15%	0/0%	█/1%	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 #/%	7%	-0%	-3%	-1%	2%	0%	1%	-0%	-4%	-0%	0%	-0%	-1%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	472/80%	16/3%	█/1%	█/1%	14/2%	0/0%	█/1%	0/0%	60/10%	█/1%	0/0%	0/0%	0/0%	0/0%	█/1%	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 #/%	40%	2%	-0%	1%	-0%	-0%	0%	-0%	-37%	-1%	-1%	-0%	-2%	-0%	0%	-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 #/%	91/44%	█/1%	12/6%	█/1%	18/9%	0/0%	0/0%	0/0%	64/31%	█/3%	█/1%	█/0%	█/3%	0/0%	█/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 #/%	7%	1%	5%	1%	7%	0%	0%	0%	-23%	0%	0%	-0%	2%	0%	0%	0%
Administrative Support																
Workforce #/%	61/15%	█/1%	█/2%	0/0%	█/2%	0/0%	█/0%	0/0%	235/58%	16/4%	37/9%	█/0%	28/7%	█/0%	█/1%	0/0%
CLS #/%	229,855/33%	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 #/%	-17%	0%	0%	-0%	1%	-0%	-0%	-0%	1%	3%	7%	0%	5%	0%	1%	-0%
Skilled Craft																
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 #/%																
Service/Maintenance																
Workforce #/%	13/76%	█/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	█/6%	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 #/%	32%	13%	-3%	-0%	-2%	-0%	-1%	-0%	-30%	-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
Officials/Administrators	✓															
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
Colonel, Superintendent, Senior Executive Officer																
Workforce #/%	█/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	█/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant Colonel, Deputy Superintendent																
Workforce #/%	█/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	█/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major, Special Agent in Charge																
Workforce #/%	█/67%	0/0%	0/0%	█/11%	█/11%	0/0%	0/0%	0/0%	█/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain, Assistant Special Agent in Charge																
Workforce #/%	16/70%	█/4%	█/4%	0/0%	0/0%	0/0%	0/0%	0/0%	█/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant, Special Agent Senior																
Workforce #/%	51/80%	█/2%	0/0%	█/5%	█/5%	0/0%	█/2%	0/0%	█/11%	0/0%	█/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	472/80%	16/3%	█/1%	█/2%	14/2%	0/0%	█/1%	0/0%	60/10%	█/1%	0/0%	0/0%	0/0%	0/0%	█/1%	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 Mueller

Director, Internal Affairs

08-04-2022

[signature]

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