

3905.0600 REQUIREMENTS FOR GOALS AND TIMETABLES.

Subpart 1. **General requirement.** In establishing goals and timetables for affirmative action plans, agency heads shall comply with subparts 2 to 6.

Subp. 2. **Labor force statistics.** In establishing goals for affirmative action plans, agency heads shall use labor force statistics from census data when available to examine work force participation. When an agency requests the authority to substitute more specific data, the commissioner shall consider alternative data sources and determine their applicability based on the following criteria:

- A. the objectivity of the supplying organization;
- B. the reliability of statistical procedures used to generate the data; and
- C. the comparability of data categories (occupational group, geographic location, disabling condition, for example) used.

Subp. 3. **Formula for determining underutilization.** Agency heads shall determine underutilization of protected groups using statistical formulas based on the following criteria:

- A. types of jobs within each agency and agency subdivision;
 - B. number of employees in those jobs, by state class title, and by protected group;
 - C. availability of protected group workers having the qualifications for those jobs;
- and
- D. geographic locations and applicable labor market areas for each type of job in each agency and agency subdivision.

Subp. 4. **Numerical goals.** Agency heads shall establish numerical goals for the agency and for each agency subdivision that has 25 or more employees and that is in a geographic location with a labor market area separate from that of the agency central office.

Subp. 5. **Basis for goals.** Agency heads shall establish goals for each goal unit by protected group. The goals must be based on a comparison of the composition of the agency or agency subdivision work force with the composition of the relevant civilian labor force in an identified labor market area. If the comparison shows that a goal unit underutilizes a protected group, the agency head shall establish a goal for that group in that goal unit.

Subp. 6. **Timetables.** Agency heads shall establish timetables for meeting goals. Timetables must be based on turnover and hire rates within each goal unit in the agency or within each agency subdivision.

Statutory Authority: *MS s 43A.04*

History: *L 2005 c 56 s 2*

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