

Affirmative Action Statistics Data Packet

Compiled from Census 2000 EEO File

Equal employment opportunity is the objective of affirmative action programs. To achieve this goal, and to meet Equal Employment Opportunity compliance requirements, an affirmative action program must include an analysis of a contractor's employment of women and minorities, and goals and timetables to correct deficiencies.

Affirmative action statistical packets: These data packets are available to companies for completing an availability analysis and utilization/underutilization analysis. These packets are compiled and distributed by the Labor Market Information Office of the Minnesota Department of Employment and Economic Development in cooperation with the Minnesota Department of Human Rights to assist employers who are completing affirmative action plans.

To order Affirmative Action data packets contact the Labor Market Information Office of the Department of Employment and Economic Development at 651-259-7400 or send email to DEED.Pubs@state.mn.us

For assistance in completing affirmative action forms or interpreting compliance regulations, contact the following:

Federal forms: Call 612/370-3177, or write: Office of Federal Contract Compliance Programs
International Center, Suite 480
900 Second Ave. South
Minneapolis MN 55402

Further information on the required contents of a federal affirmative action program is specified in the Code of Federal Regulations, 41 CFR 60-2.11.

State forms: Call 651/296-5663, or write: Minnesota Department of Human Rights
Contract Compliance Office
190 East Fifth St, Suite 700
St Paul MN 55101

This packet is available in alternative formats on request.

Choosing Which Area to Use

Packets are available for the following areas:

- United States
- Minnesota
- Minneapolis – St. Paul MSA
- Duluth - Superior MSA
- Rochester MSA
- St. Cloud MSA
- Greater Minnesota (MN excluding Minneapolis – St. Paul MSA)

Northwest Minnesota

- Becker, Beltrami, Clearwater, Hubbard, Mahnomen, & Norman
- Big Stone, Chippewa, Grant, Pope, Stevens, Swift, & Traverse
- Cass & Crow Wing
- Clay
- Douglas, Morrison, & Todd
- Kittson, Lake of the Woods, Marshall, Pennington, Polk, Red Lake, & Roseau
- Otter Tail, Wadena, & Wilkin

Northeast Minnesota

- Aitkin & Itasca
- Carlton, Cook, Koochiching, Lake, & St. Louis

Central Minnesota

- Benton & Stearns
- Chisago & Isanti
- Kanabec, Mille Lacs, & Pine
- Kandiyohi, Redwood, & Renville
- McLeod, Meeker, & Sibley
- Sherburne
- Wright

Southwest Minnesota

- Big Stone, Chippewa, Grant, Pope, Stevens, Swift, & Traverse
- Blue Earth, Faribault, Martin, & Watonwan
- Brown, Le Sueur, & Nicollet
- Cottonwood, Jackson, Murray, Nobles, Pipestone, & Rock
- Dodge, Steele, & Waseca
- Kandiyohi, Redwood, & Renville
- Lac Qui Parle, Lincoln, Lyon, & Yellow Medicine
- McLeod, Meeker, & Sibley

Southeast Minnesota

- Dodge, Steele, & Waseca
- Fillmore, Houston, & Winona
- Freeborn & Mower
- Goodhue & Wabasha
- Olmsted
- Rice

Seven-County Metro Area

- Anoka
- Carver
- Dakota
- Hennepin
- Ramsey
- Scott
- Washington

Which area should you use? You should use the packet that corresponds most closely with the area from which you recruit employees. The majority of employers in Minnesota recruit their workers from within commuting distance to their firm. However employers hiring for some positions, for example professionals and skilled workers, may have a broader recruitment area than for other, for example lower skilled, occupations. In these cases, adjacent regions, states or even the U.S. as a whole should be considered in setting affirmative action program goals.

Other states: To obtain affirmative action data for another state, call:

Iowa: 515.281.5116
North Dakota: 701.328.3048

South Dakota: 605.626.2314
Wisconsin: 608.266.0851

Data Definitions

The enclosed table(s) compiles 2000 Census data on the male, female, white and minority labor force by detailed occupation. The occupations are organized by Census Occupational Code (COC) and corresponding Standard Occupational Code (SOC). This table has been developed by the Minnesota Department of Employment and Economic Security and the Minnesota Department of Human Rights for use by Minnesota companies in completing an availability analysis and utilization/underutilization analysis. Definitions of labor force, employed and unemployed as well as for race categories follow.

Labor Force – “Employed” plus “unemployed” civilians (see definitions below).

Employed – Civilians 16 years old and over who, during the reference week (varies but generally March 2000), were either (a) “at work” - those who did any work at all as paid employees or in their own business, profession, or on their own farm, or who worked 15 hours or more as unpaid workers on a family farm or in a family business; or (b) “with a job but not at work” – those who did not work during the reference week but had jobs or businesses from which they were temporarily absent due to illness, bad weather, industrial dispute, vacation, or other personal reasons. Excluded from the employed are persons whose only activity consisted of work around the house or volunteer work for religious, charitable, and similar organizations.

Unemployed – Civilians 16 years old and over who were neither “at work” nor “with a job, but not at work”, but who, during the reference week, were: (a) looking for work during the last four weeks, and (b) available to accept a job. Also included are persons who did not work during the reference week and were waiting to be called back to a job from which they had been laid off.

Census 2000 Race Categories

Census 2000 allowed responders to check more than one race category if applicable. In the data table, the category “white” includes those responders who marked only “white” for race. “Minority” includes all other responders. Definitions of Census 2000 race categories follow:

- **American Indian or Alaska Native** - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Minority** – Any person who identifies as being American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or in any combination of these identifiers, or someone who identifies as White and as any of the other identifiers.