

AFFIRMATIVE ACTION PROGRAM

For Minorities, Women & Disabled Individuals

STEARNS COUNTY, MINNESOTA

1/1/06-12/31/08

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1. DESCRIPTION OF ORGANIZATION

Stearns County is one of the 87 Counties of the State of Minnesota, organized as political subdivisions of the State for governmental purposes. It is a public corporation which functions as an agency of the State in the enforcement of statewide standards and policies as defined in rule and statute.

Stearns County is located in Central Minnesota with the City of St. Cloud as the County Seat. There are five elected County Commissioners, as well as other elected officials including the County Auditor/Treasurer, County Attorney, County Recorder, and County Sheriff.

In the health and social services program areas, the County receives block grant funding through the Local Public Health Act and the Community Social Services Act in order to administer programs in accordance with these acts. The County also receives funding through the Department of Health's Maternal and Child Health grant program, and various other grants. Our facility is located at 705 Courthouse Square, St. Cloud, MN 56303.

DEFINITION OF TERMS

Individual with a Disability: Any person who has a physical, sensory, or mental impairment which "materially" (Minnesota) or "substantially" (Federal) limits one or more major life activity or has a record of or is regarded as having such an impairment. "Individual with a Disability does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a direct threat to property or to the safety of others.

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 people 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.

Job Groups: Although companies are not limited to using these broad job groups as their only means of analyzing their workforce, use the following as guidelines:

Managers and Administrators: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. Includes: officials, executives, middle management, plant managers, department managers, superintendents, salaried supervisors who are members of management, purchasing agents and buyers. First line supervisors, unless specifically listed under officials and managers or craft (skilled), who engage in the same activities as the employees they supervise should be reported in the same job category.

Professionals and Technicians: Professionals are considered to be persons working in occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Technicians are those whose work requires a combination of basic scientific knowledge and manual skills which can be obtained through about two years of post high school education, such as is offered in many technical schools and community colleges, or through equivalent on-the-job training.

Protective Service Workers: Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: dispatchers, patrol officers, correctional officers, deputy sheriffs, bailiffs, detectives, captains, lieutenants, and kindred workers.

Paraprofessionals: Occupations in which perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: financial workers, child support officers, welfare service aides, administrative assistants, home health aides, and kindred workers.

Office and Clerical: All clerical work regardless of the level of difficulty, where the activities are predominately non-manual, though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors, messengers, office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, and telephone operators.

Skilled Crafts: Manual workers of a relatively high skill level, having a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: building

trades, hourly paid foremen and lead-workers who are not members of management, mechanics and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

Underutilization: The Minnesota Department of Human Rights defines underutilization as being present in a job group if the number of women or minorities in a job group is less than what would be expected based on the availability percentage used in this analysis. When the number expected is half a person or more, that number is rounded up to the next whole number. Declaration of underutilization does not indicate that discrimination has occurred in a good company; rather it is a term used within an AAP to enable a company to apply good faith efforts to ensure equal opportunity.

2. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Stearns County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the County to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability or sexual orientation; and to otherwise promote full realization of human rights within the County to the extent permitted by law. To implement this policy, Stearns County requires that every person making application for, currently employed by, or applying for future vacancies in the employ of Stearns County will be considered on the basis of individual ability and merit, without discrimination or favor.

This is to affirm Stearns County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal, State, and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

Stearns County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, sexual orientation, age, marital status, public assistance status and membership or activity in a local human rights commission.

Stearns County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, promotion, transfer, recruitment, or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.

Stearns County will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established

criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

In the interest of advancing the goal of open competition and equal opportunity in employment, the County undertakes the responsibility for communicating its affirmative action policy to those from whom it purchases products and services.

Stearns County has appointed the Human Resources Director, Jennifer Thorsten to manage the Equal Employment Opportunity Program. Responsibilities will include monitoring all Equal Employment Opportunity Activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State, and Local agencies. The County Administrator, through the Human Resources Director will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Program during business hours by contacting Stearns County. Any employee or applicant for employment believes he/she has been treated in a way that violates this policy they should contact Jennifer Thorsten, Human Resources Director, County of Stearns, Human Resources Office, Room #122, Administration Center, 705 Courthouse Square, St. Cloud, Minnesota 56303, or call 320/656-3606. Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Minnesota Human Rights Act. Responsible parties will investigate allegations of discrimination or harassing as confidentially and promptly as possible and take appropriate action in response to these investigations.

3. STATEMENT OF RESPONSIBILITY

A. EEO/AA Coordinator Responsibilities

Stearns County has appointed Human Resources Director, Jennifer Thorsten, to manage the Equal Employment Opportunity/Affirmative Action Program. The Stearns County Board of Commissioners authorizes the EEO/AA Coordinator to administer the Affirmative Action Program on behalf of the County to ensure that our EEO/AA policies are being carried out. These responsibilities shall include but are not limited to:

1. Develop and update EEO/AA policy statement and Affirmative Action Plan/Program so that it is consistent with our policies and so that it establishes our Affirmative Action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female & disabled employees are provided equal opportunity as it relates to county sponsored trainings, benefits, pay and other working conditions.

6. Implement and maintain EEO audit, reporting and record keeping systems in order to measure the effectiveness of the plan and to determine whether our goals and objectives have been attained.
7. Coordination of equal opportunity and Affirmative Action activities;
8. Serving as the liaison between the County and all enforcement agencies.
9. The development of guidelines for interviewing and selecting employees, the construction of job advertisements, the development of job descriptions, the review of job qualifications to meet equal employment opportunity standards and the establishment of a comprehensive personnel policy to promote equity in all employer actions;
10. Coordinate the recruitment for minorities, disabled, and women;
11. To receive complaints of alleged acts of discrimination by the County, its agents or persons, firms or corporations contracting within the County, or any of its departments. Investigate all such alleged acts of discrimination and to record all material facts and attempt to resolve EEO complaints.
12. The preparation of all reports required by the County Board of Commissioners and keep them informed of the latest developments in the area of EEO.
13. The conducting of all studies, surveys, job classifications which might be required by Federal and State law;
14. Conducting exit interviews with all employees to analyze proper placement and utilization to determine the presence or potential of discrimination.
15. The provision of information to employees or applicants alleging discrimination of their rights under provisions of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and the Minnesota Human Rights Act; of legal options for registering a complaint; and investigation of all such complaints;
16. To report to the County Board of Commissioners good faith claims of discrimination.
17. To recommend to the County Board of Commissioners additional programs to prevent recurrences of intentional or negligent discriminatory practices within County offices;

B. Administrative Department Head Responsibilities

Each administrative department head, with the assistance of the EEO/AA Coordinator, shall have direct responsibility for promoting the Affirmative Action Plan. Their responsibilities shall include:

1. An understanding of the equal opportunity laws and all provisions of the County Affirmative Action Policy;
2. Assistance to the EEO/AA Coordinator in analyzing and discovering areas of under-utilization of minorities, disabled persons, and women in their respective departments;
3. Development of departmental goals and objectives, proposing timetables and evaluating internal discrimination potentials within their specific departments;
4. Audit of existing training, hiring, placement, and promotion patterns;
5. Regular discussion with line supervisors regarding equal employment opportunities;

6. The authority to discipline employees found to be deliberately harassing minorities, disabled, or women employees or displaying conduct inconsistent with the provisions and intent of the Affirmative Action Program; and
7. Reporting of violations of the spirit and intent of the County Affirmative Action Program.

C. Elected County Officials Responsibilities

1. The Auditor/Treasurer, Recorder, Sheriff, and Attorney shall select candidates for County positions who have been recruited and tested in accordance with the principles of equal employment opportunity and through the process adopted in the County Affirmative Action Plan;
2. Elected County Officers shall become knowledgeable about Affirmative Action and its effect on their department;
3. The elected County officers shall assist in informing County employees of the Affirmative Action Program;
4. The elected County officers shall consult with the EEO/AA Coordinator on the setting of goals to employ underutilized and underrepresented protected class members and the elimination of discriminatory practices within County personnel systems;
5. Elected County officers shall report violations of the spirit and intent of the County Affirmative Action Program to the County Affirmative Action Officer.

D. County Board of Commissioners

The County Board of Commissioners will authorize the Stearns County Affirmative Action Program and shall require that copies of the program and/or any interpretive materials to be provided to all County department heads, supervisors and a summary of County Affirmative Action Program be made available to all County employees.

1. The County Board shall by resolution appoint a EEO/AA Coordinator to administer the Affirmative Action Program under its discretion. The Board shall notify the State Human Rights Department of this appointment and of all future reappointments to this position;
2. At the annual adoption of the County budget, the County Board of Commissioners shall reaffirm that all positions authorized in the budget shall be filled on the basis of the principle of equal employment opportunity and in accordance with the County's Affirmative Action Program;
3. The County Board of Commissioners may take action to terminate any contractual arrangement between the County and any supplier, vendor, contractor, or sub-contractor who is found to be in violation of the County's Affirmative Action requirements and/or Minnesota Statute 181.59 as amended;
4. The County Board of Commissioners shall annually appropriate and authorize the expenditure of funds and allocate appropriate personnel to administer the County's Affirmative Action Program;

5. The County Board of Commissioners shall appoint a County Affirmative Action Committee of at least five non-supervisory employees to periodically review the progress in implementation of the program, to assist the EEO/AA Coordinator in program implementation, and to assist department heads and the EEO/AA Coordinator in annually updating the program. This committee shall be a broad cross-section of County employees and its creation shall not preclude the creation of departmental Affirmative Action Committees.

E. County Affirmative Action Committee

1. The Stearns County Affirmative Action Committee will periodically assess the progress made by Stearns County in implementing affirmative action and recommend corrective action as it may deem appropriate;
2. The County Affirmative Action Committee will review and comment upon annual employment goals for under-utilized or under-represented protected class employees which have been recommended to the County Board by the EEO/AA Coordinator;
3. The County Affirmative Action Committee will review and comment upon each instance where an annual goal for employing protected class employees is not attained; and
4. The County Affirmative Action Committee shall work closely with the County Affirmative Action Officer and may assume additional responsibility in implementing the County Affirmative Action Program as requested by the County Affirmative Action Officer.

4. DISSEMINATION OF POLICY

A. Internal Dissemination

1. A copy of the Affirmative Action Program for Stearns County will be distributed to every department head in the County and the policy will be posted on the County internal website for County employees;
2. The Affirmative Action Officer will instruct, inform, and advise all department heads of the responsibilities of employers in promoting and effectuating the policy of non-discrimination. The County EEO/AA Coordinator and the Affirmative Action Committee shall have the authority and the responsibility to monitor, audit, and review all records of the County and departments of the County to ensure compliance in carrying out the duties and responsibilities required by the County Affirmative Action Policy;
3. Department heads will be responsible for disseminating the Affirmative Action Policy to all line supervisors and all department employees;
4. A copy of the Affirmative Action Policy and related information shall be made available on the County intranet for employee reference and on the County website for public reference;
5. Every applicant for employment with Stearns County or for participation on a County sponsored program shall be informed of the equal opportunity policy of Stearns County and

the procedure to follow if such applicant in good faith feels that this policy has not been adhered to by the County or its agent at the time of application for employment;

6. The Affirmative Action Policy statement will be included in the County's Personnel Rules and Policies;
7. Union representatives will be informed of the Affirmative Action Policy;
8. Instruction in equal employment opportunity shall become a part of all employee orientation-training programs, including seasonals.

B. External Dissemination

1. The EEO/AA Coordinator will file copies of the Affirmative Action declaration with the State of Minnesota Department of Human Rights, State Employment Service, and such minority, disabled, and women's organizations that benefit from open recruitment and hiring. Efforts shall be made to communicate this policy to local community agencies, schools, and community leaders;
2. The County Purchasing Director shall distribute the Affirmative Action Policy to vendors and contractors who deal with the County and shall encourage them to follow similar practices;
3. The County shall make readily available to minorities, disabled persons, women, and protected class groups within the County the current listing of job opportunities in the County offices. The County will advertise available positions in a manner determined by the County to be most appropriate to reach local minority, disabled, and female residents;
4. All written communications from the County shall contain the statement, "An Affirmative Action/Equal Opportunity Employer," including stationery, applications, advertisements, purchase orders, contracts, emails and similar related documents.

5. INTERNAL AUDIT & REPORTING SYSTEMS

In order to successfully evaluate the implementation of the County's Affirmative Action Program, the following data shall be maintained by the Affirmative Action Officer and the County Human Resource Director.

A. Recruitment Sources

Data shall be maintained regarding all recruitment and media source notified of county job vacancies

B. Applicant Flow Data

Data shall be maintained that indicates, by job classification, EEO Job category, the total number of applicants interviewed those offered positions, and those hired, in order to determine the effectiveness of the County's recruitment process and to assess the County's progress toward equal opportunity employment.

C. Applicant Referrals

1. A file of all interested applicants shall be maintained in order to notify such applicants when vacancies occur for which they would be qualified.
2. Data shall be maintained indicating, by job classification and EEO job category, the number of County employees participating in all County training programs and activities and tuition reimbursement programs.
3. Data shall be maintained regarding promotions and indicating by job classification and EEO job category, those employees who are promoted.

D. Increases and Terminations

1. Data shall be maintained, reviewed and compared to assure that no disparity exists regarding merit or step increases between County employees belonging to protected classes and other County employees.
2. Data shall be maintained on all terminations by job classification and EEO job category including the reasons for termination. This data will be used to determine if a disproportionate number of employees belonging to protected classes are terminated.

E. Demotions and Disciplinary Action

Documented data shall be maintained on all demotions and disciplinary actions including reasons for such actions.

F. Documentation of Good Faith Efforts to Meet Goals

1. There shall be regular documenting of County efforts to meet the County goals for employment of protected class employees.
2. Record keeping materials and application for employment form as shall be utilized by Stearns County in pursuing its auditing and monitoring system of its Affirmative Action Program are included as appendix to this document.
3. The Affirmative Action Officer will review this information after it has been collected for degree of attainment of goals and timetables. This individual will also make any necessary recommendations based on that analysis.

Our EEO/AA Coordinator has the responsibility for implementing and monitoring Stearns County's Affirmative Action Programs.

At least annually, internal audit reports will be prepared in table format and dated. Data collected for these reports will include applicant flow, new hires, promotions, transfers and terminations (voluntary & involuntary) by job group. Figures for each personnel process must show a breakdown by sex, minority classification and disability status. Reports will be

disseminated to appropriate levels of management and any problem areas will be addressed as promptly as possible.

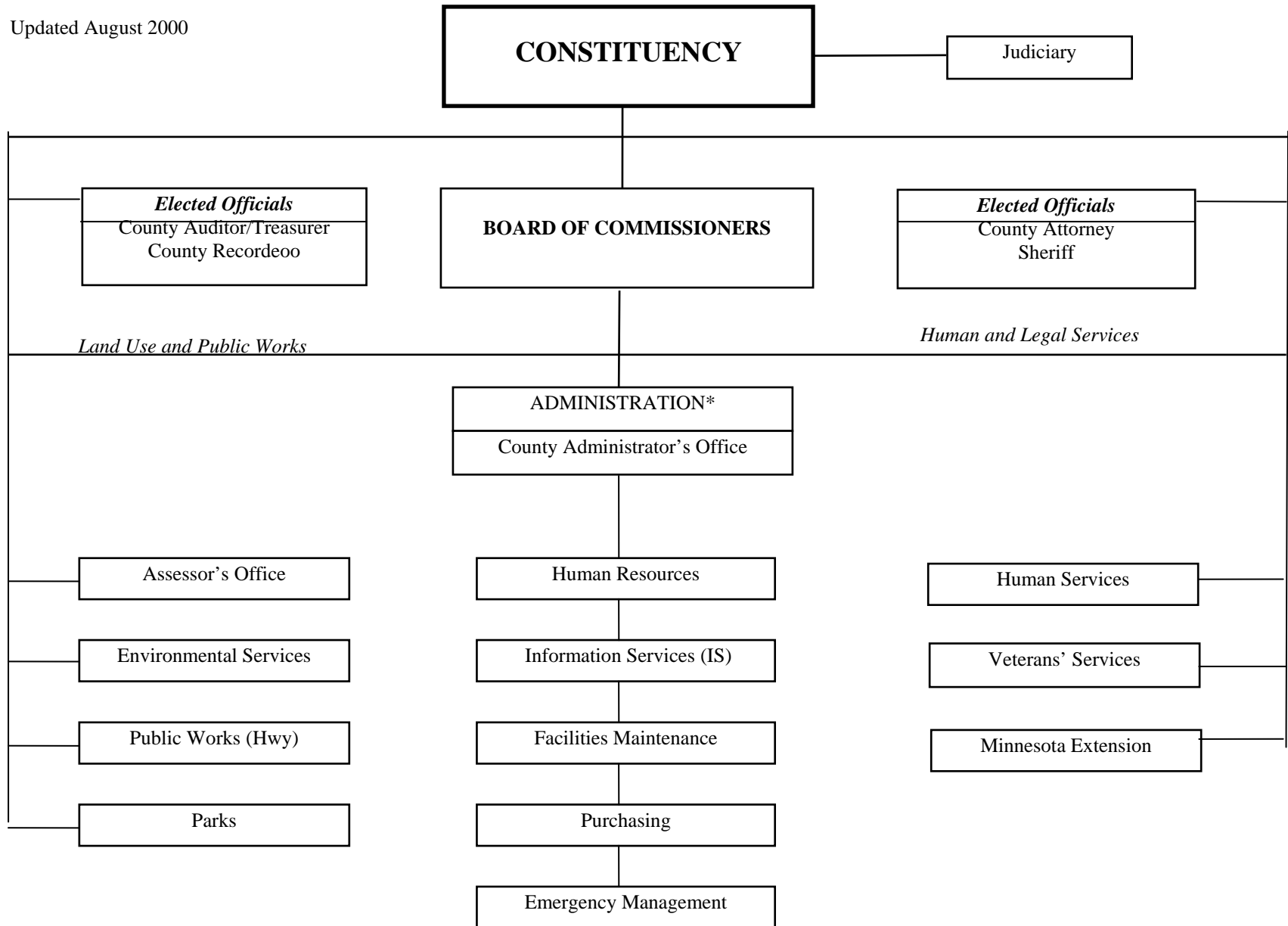
External reports will be submitted to government agencies as required

6. STEARNS COUNTY ORGANIZATIONAL CHART

See next page.

STEARNS COUNTY ORGANIZATIONAL CHART

Updated August 2000



— Direct Authority
 Indirect Authority

* The County Administrator oversees central services consisting of Facilities Maintenance, Emergency Management, Human Resources, IS, and Purchasing. All other departments report directly to the County Board while relying on the County Administrator for assistance with day-to-day operations.

7. STEARNS COUNTY WORKFORCE ANALYSIS

Data Sorted by Department, then by 7/1/05 Hourly Wage

ADMINISTRATION

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	Admin	Receptionist	9.7258-14.6861	2		2													
2	Admin	Tech Assistant III	11.5982-17.5134	3		3													1
3	Admin	Admin Assistant I	16.4938-24.9058	1		1													
4	Admin	Public Information Specialist	19.6692-29.7007	1		1													
5	Admin	Assistant to the County Adm	19.6692-29.7007	1	1														
6	Admin	County Administrator	39.7783-60.0657	1	1														
<i>TOTAL=</i>				9	2	7	0	0	0	0	0	0	0	0	0	0	0	0	1

ASSESSOR

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	Assessor	Tech Assistant II	11.0988-16.7592	2		2													
2	Assessor	Tech Assistant III	11.5982-17.5134	1		1													
3	Assessor	Assessing Tech	12.1201-18.3015	1		1													
4	Assessor	Appraiser	16.4938-24.9058	7	3	4													
5	Assessor	Senior Appraiser	18.0116-27.1978	3	3														
6	Assessor	Asst Assessor	21.4792-32.4339	1	1														
7	Assessor	Assessor	24.5114-38.6780	1	1														
<i>TOTAL=</i>				16	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0

ATTORNEY

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female					
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis	
1	Attorney	Tech Assistant III	11.5982-17.5134	1		1											
2	Attorney	Document Specialist	12.1201-18.3015	2		2											
3	Attorney	Legal Sec I	12.6655-19.1251	7		7											
4	Attorney	Case Coordinator	16.4938-24.9058	2	1	1											
5	Attorney	Diversion Program Specialist	16.4938-24.9058	1		1											
6	Attorney	Legal Asst I	16.4938-24.9058	2		2											
7	Attorney	Victim Assistance Coord	16.4938-24.9058	2		2											
8	Attorney	Office Services Supervisor	17.2360-26.0266	1		1											
9	Attorney	Asst to County Attorney	18.0016-27.1978	1		1											
10	Attorney	Asst Atty I	23.4558-35.4186	7	3	4					1					1	1
11	Attorney	Investigator II	23.4558-35.4186	1	1												
12	Attorney	Asst Atty II	26.7670-40.4185	5	1	4											
13	Attorney	Senior Atty	30.5456-46.1242	5	4	1											
14	Attorney	Division Chiefs	31.9202-48.1998	3	2	1											
15	Attorney	Chief Deputy	34.8576-52.6354	1	1												
<i>TOTAL=</i>				41	13	28	0	0	0	1	0	0	0	0	0	1	1

AUDITOR/TREASURER

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female					
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis	
1	Aud/Treas	Tech Assistant I	10.6208-16.0375	1		1											
2	Aud/Treas	Land Records Tech I	11.5982-17.5134	2		2											
3	Aud/Treas	Tech Asst III	11.5982-17.5134	9	1	8											
4	Aud/Treas	Tech Asst IV	12.1201-18.3015	10		10											
5	Aud/Treas	Account Tech IV	12.6655-19.1251	2	1	1											
6	Aud/Treas	Land Records Tech II	12.6655-19.1251	1		1											
7	Aud/Treas	Senior Tech Asst	12.6655-19.1251	3		3											
8	Aud/Treas	Payroll Tech	13.2355-19.9857	1		1											
9	Aud/Treas	Survey Cont Tech I	13.2355-19.9857	2	2												
10	Aud/Treas	Applications Specialist	13.8311-20.8851	1		1											
11	Aud/Treas	Mapping Tech II	14.4535-21.8249	1	1												
12	Aud/Treas	Senior Acct Tech	14.4535-21.8249	1		1											
13	Aud/Treas	Senior Payroll Tech	14.4535-21.8249	1		1											
14	Aud/Treas	Admin Tec II - Aud	15.1039-22.8070	1		1											
15	Aud/Treas	Land Records Specialist	15.1039-22.8070	1		1											
16	Aud/Treas	Staff Acct	15.1039-22.8070	1		1											
17	Aud/Treas	Mapping Tech III	15.7835-28.8333	1		1											
18	Aud/Treas	Survey Cont Tech III	15.7835-28.8333	1	1												
19	Aud/Treas	Tax Spec	16.4938-24.9058	1	1												
20	Aud/Treas	Senior Survey Construction Tech	17.2360-26.0266	1	1												
21	Aud/Treas	Land Records Coord	17.2360-26.0266	1	1												
22	Aud/Treas	Mapping Coordinator	17.2360-26.0266	1	1												
23	Aud/Treas	Service Center Supervisor	17.2360-26.0266	2		2											
24	Aud/Treas	Financial Coordinator	19.6692-29.7007	1	1												
25	Aud/Treas	Acct Supervisor	20.5543-31.0372	1	1												
26	Aud/Treas	Div. Dir Service Center	21.4792-32.4339	1	1												
27	Aud/Treas	Division Director of Land Management	22.4458-33.8934	1	1												
28	Aud/Treas	Financial Manager	25.6144-38.6780	1	1												
<i>TOTAL=</i>				51	15	36	0	0	0	0	0	0	0	0	0	0	0

BUILDING FACILITIES

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	Maint	Custodian	11.0988-15.9612	10	9	1		1	1									
2	Maint	Tech Assistant III	11.5982-17.5134	2		2												
3	Maint	Building Fac Carp	14.4535-20.7856	2	2													
4	Maint	Facilities Maint Tech II	14.4535-20.7856	2	2													
5	Maint	Electrician - Journeyman	15.1039-21.7210	2	2													
6	Maint	Facilities Maint Tech III	15.1039-21.7210	2	2													
7	Maint	Master Electrician	16.4938-23.7198	1	1													
8	Maint	Custodial Supervisor	17.2360-24.7872	1	1													
9	Maint	Bldg Fac Con Sup	20.5543-29.5592	1	1													
10	Maint	Building Maint Supv	20.5543-29.5592	1	1													
11	Maint	Building Fac Dir	26.7670-38.4938	1	1							1						
<i>TOTAL=</i>				25	22	3	0	1	1	0	1	0	0	0	0	0	0	0

EMERGENCY MANAGEMENT

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	EMS	Tech Assistant II	\$9.6649 - \$14.5941	1		1												
2	EMS	Emergency Svc Director	\$17.1281 - \$25.8637	1	1													
<i>TOTAL=</i>				2	1	1	0	0	0	0	0	0	0	0	0	0	0	0

ENVIRONMENTAL SERVICES

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	Env Svcs	Tech Asst. III	11.5982-17.5134	1		1												
2	Env Svcs	Tech Asst. IV	12.1201-18.3015	1		1												
3	Env Svcs	Data Entry Clk	15.7835-23.8333	1		1												
4	Env Svcs	Fiscal & Addressing Coordinator	15.7835-23.8333	1		1												
5	Env Svcs	Envir Specialist I	17.2360-26.0266	3	2	1												
6	Env Svcs	Envir Specialist II	18.0116-27.1978	11	7	4												
7	Env Svcs	Planning Specialist	18.8222-28.4217	1		1												
8	Env Svcs	Sr Env Specialist	18.8222-28.4217	5	4	1												
9	Env Svcs	Environmental Ser. Supr.	22.4458-33.8934	3	2	1												
10	Env Svcs	Envir Services Director	29.2302-44.1380	1	1													
<i>TOTAL=</i>				28	16	12	0	0	0	0	0	0	0	0	0	0	0	0

EXTENSION

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	Extension	Admin Sec I	12.6655-19.1251	2		2												
<i>TOTAL=</i>				2	0	2	0	0	0	0	0	0	0	0	0	0	0	0

HIGHWAY

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	Highway	Tech Assistant II	11.0988-16.7592	2		2												
2	Highway	Account Tech III	12.1201-18.3015	1		1												
3	Highway	Engineering Tech I	13.8311-19.8905	3	3													
4	Highway	Maintenance Worker I	13.8311-19.8905	8	8													
5	Highway	Maintenance Worker II	14.4535-20.7856	7	7													
6	Highway	Ag Inspector	15.1039-21.7210	1	1				1									
7	Highway	Maintenance Worker II- Safety Tech	15.1039-21.7210	1	1													
8	Highway	Maintenance Worker III	15.1039-21.7210	15	15													
9	Highway	Sign Technician	15.1039-21.7210	2	2													
10	Highway	Welder	15.1039-21.7210	1	1													
11	Highway	Mechanic	15.7835-22.6984	4	4													
12	Highway	Sr. Engineering Tech	17.2360-24.7872	3	3									1				
13	Highway	Dept Accountant	17.2360-26.0266	1		1												
14	Highway	Row Specialist	18.0116-25.9026	1	1													
15	Highway	Area Supervisor	18.0116-27.1978	4	4													
16	Highway	Equipment Shop Supervisor	18.0116-27.1978	1	1													
17	Highway	Operations Supervisor	18.8222-28.4217	1	1													
18	Highway	Assistant Engineer	26.7670-40.4185	2	1	1												
19	Highway	Engineer	36.4262-55.0040	1	1													
<i>TOTAL=</i>				59	54	5	0	0	1	0	1	0	0	0	0	0	0	0

HUMAN RESOURCES

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	Human Res.	Records Clerk	11.0988-16.7592	1		1												
2	Human Res.	Tech Assistant II	11.5982-17.5134	1		1												
3	Human Res.	Administrative Secretary I	12.6655-19.1251	1		1												1
4	Human Res.	Applications Specialist	13.8311-20.8851	1		1												
5	Human Res.	Human Resources Rep	17.2360-26.0266	3		3												
6	Human Res.	Assistant Human Resources Director	21.4792-32.4339	1		1												
7	Human Res.	Human Resources Director	30.5456-46.1242	1		1												
<i>TOTAL=</i>				9	0	9	0	0	0	0	0	0	0	0	0	0	0	1

HUMAN SERVICES

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	Human Svcs	Clerk	10.6208-16.0375	4		4													
2	Human Svcs	Tech Assistant II	11.0988-16.7592	23		23													1
3	Human Svcs	Tech Assistant III	11.5982-17.5134	4		4													
4	Human Svcs	Account Tech III	12.1201-18.3015	4		4													
5	Human Svcs	Legal Sec (SS)	12.1201-18.3015	1		1													
6	Human Svcs	Account Tech IV	12.6655-19.1251	6	1	5								1					
7	Human Svcs	Admin Sec I	12.6655-19.1251	6		6													
8	Human Svcs	Human Services Aide	12.6655-19.1251	4		4													
9	Human Svcs	Public Health Tech	12.6655-19.1251	4		4													
10	Human Svcs	Regional EMS Asst	12.6655-19.1251	1		1													
11	Human Svcs	Support Enforcement Aide	13.2355-19.9857	4		4													
12	Human Svcs	Administrative Tech	13.8311-20.8851	1		1													
13	Human Svcs	Applications Specialist	13.8311-20.8851	4		4													
14	Human Svcs	Community Service Worker	13.8311-20.8851	1		1													
15	Human Svcs	Case Aide	14.4535-21.8249	8		8													1
16	Human Svcs	Financial Worker	14.4535-21.8249	45	5	40													
17	Human Svcs	Fiscal Svc Spec	14.4535-21.8249	2		2													
18	Human Svcs	Child Support Officer	15.1039-22.8070	14	1	13													
19	Human Svcs	Collection Officer	15.1039-22.8070	2	1	1													
20	Human Svcs	Fraud Prev Specialist	15.1039-22.8070	1		1													
21	Human Svcs	Staff Accountant	15.1039-22.8070	1		1													
22	Human Svcs	Work Crew Leader	15.1039-22.8070	2	2														
23	Comm Corr	Financial Programs Spec.	15.7835-23.8333	1		1													

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
24	Human Svcs	Nutrition Educator	15.7835-23.8333	4		4													
25	Human Svcs	Report Writer	15.7835-23.8333	1	1														
26	Human Svcs	Surveillance Tech	15.7835-23.8333	1	1														
27	Human Svcs	Child Support Officer Specialist	16.4938-24.9058	1		1													
28	Human Svcs	Corrections Agent	17.2360-26.0266	4	2	2													
29	Human Svcs	Office Services Supv	17.2360-26.0266	3		3													
30	Human Svcs	RN	17.2360-26.0266	2		2													
31	Human Svcs	Social Worker I	18.0116-27.1978	15	3	12													
32	Human Svcs	PHN	18.8222-28.4217	17		17													1
33	Human Svcs	Public Health Coordinator	18.8222-28.4217	3	1	2													
34	Human Svcs	Social Worker II	18.8222-28.4217	51	6	45													1
35	Human Svcs	Admin Review Coord	19.6692-29.7007	1		1													
36	Human Svcs	Planning Coord	19.6692-29.7007	1		1													
37	Human Svcs	Regional EMS Coordinator	19.6692-29.7007	1		1													
38	Human Svcs	Senior Agent	19.6692-29.7007	14	7	7													
39	Human Svcs	Career Agent	20.5543-31.0372	16	9	7													1
40	Human Svcs	Contract Coordinator	20.5543-31.0372	1		1													
41	Human Svcs	Human Serv Supr I	21.4792-32.4339	9	3	6													
42	Human Svcs	Gov Doc Sup	23.4558-35.4186	1	1														
43	Human Svcs	Human Serv Supr II	23.4558-35.4186	14	9	5													1
44	Human Svcs	Division Director - Finance & Technology	25.6144-38.6780	1		1													
45	Human Svcs	Div Dir Admin Svcs	26.7670-40.4185	1		1													
46	Human Svcs	Division Director - Community Corrections	26.7670-40.4185	1	1														
47	Human Svcs	Division Director - Community Support	26.7670-40.4185	1		1													
48	Human Svcs	Division Director - Family & Children Svcs	26.7670-40.4185	1		1													
49	Human Svcs	Division Director - Gateway Services	26.7670-40.4185	1		1													
50	Human Svcs	Division Director - Public Health	26.7670-40.4185	1		1													
51	Human Svcs	Human Services Administrator	38.0654-57.4791	1		1													

TOTAL= 311 54 257 0 0 0 0 0 1 0 0 0 0 1 5

INFORMATION SERVICES

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	IS	Associate Tech Support Specialist	12.6655-19.1251	1		1													
2	IS	Senior Tech Support Specialist	15.1039-22.8070	6		6												1	
3	IS	Senior Tech Project Leader	18.8222-28.4217	7	6	1													
4	IS	GIS Coordinator	21.4792-32.4339	1	1														
5	IS	Tech Support Manager	22.4558-33.8934	1	1														
6	IS	Tech Consult Manager	23.4558-35.4186	1	1														
7	IS	IS Director	29.2302-44.1380	1	1														
<i>TOTAL=</i>				18	10	8	0	0	0	0	0	0	0	0	0	0	0	1	0

PARKS

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	Parks	Tech Assistant II	11.0988-16.7592	1		1													
2	Parks	Parks Caretaker	12.1201-18.3015	1		1													
3	Parks	Maintenance Worker II - Parks	13.8311-20.8851	2	2														
4	Parks	Park Maint Coordinator	15.7835-23.8333	1	1														
5	Parks	Park Oper Coordinator	17.2360-26.0266	1	1														
6	Parks	Park Director	22.4458-33.8934	1	1														
<i>TOTAL=</i>				7	5	2	0	0	0	0	0	0	0	0	0	0	0	0	0

PURCHASING

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	Purchasing	Mail Center Clerk	11.0988-16.7592	1		1													
2	Purchasing	Purchasing Assistant	11.5982-17.5134	1		1													
3	Purchasing	Buyer	14.4535-21.8249	1		1													
4	Purchasing	Purchasing Director	21.4792-32.4339	1	1														
<i>TOTAL=</i>				4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0

RECORDER

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female							
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis			
1	Recorder	Tech Asst I	10.6208-16.0375	1		1													
2	Recorder	Tech Assistant III	11.5982-17.5134	8		8													
3	Recorder	Tech Assistant IV	12.1201-18.3015	1		1													
4	Recorder	Asst County Recorder	17.2360-26.0266	1		1													
<i>TOTAL=</i>				11	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0

SHERIFF

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	Sheriff	Jury Attendant (p.t.h.)	8.9062-13.4485	7	4	3												
2	Sheriff	Juvenile Care Attn. (p.t.h.)	8.9062-13.4485	6	3	3												
3	Sheriff	Juvenile Care Attn. - Visiting Monitor	9.3070-14.0536	2		2												
4	Sheriff	Sheriff's Office Assistant	11.5982-17.5134	2		2												
5	Sheriff	Sr. Sheriff's Office Assistant	12.6655-19.1251	7		7												
6	Sheriff	Correction Officer I	13.8311-20.8851	13	8	5												
7	Sheriff	911 Dispatcher	15.1039-22.8070	21	3	18												
8	Sheriff	Security Officer	15.1039-22.8070	9	9													
9	Sheriff	Mechanic	15.7835-22.6984	1	1						1							1
10	Sheriff	Recreation Coordinator	15.7835-23.8333	2	1	1												
11	Sheriff	Support Staff Supervisor	15.7835-23.8333	1		1												
12	Sheriff	Asst Program Resource Coordinator	16.4938-24.9058	1	1													
13	Sheriff	Correction Officer II	16.4938-24.9058	48	25	23												
14	Sheriff	System Support Specialist	16.4938-24.9058	1		1												
15	Sheriff	Senior Deputy	17.0670-25.7714	34	27	7		1	1			1						1
16	Sheriff	Program Resource Coordinator	18.0016-27.1978	1	1													
17	Sheriff	Detective	18.4531-27.8644	2	2													
18	Sheriff	Correction Officer III	18.8222-28.4217	6	3	3												
19	Sheriff	Sergeant	19.4763-29.4095	8	8													
20	Sheriff	Detective/Deputy ME	20.3528-30.7329	3	3												1	
21	Sheriff	Lieutenant of Patrol	22.2257-35.5611	1	1													
22	Sheriff	Lieutenant - Jail	23.4170-35.3599	1	1													
23	Sheriff	Captain/Patrol	25.3632-38.2988	1		1												
24	Sheriff	Captain - Jail	25.5719-38.6139	1	1													
25	Sheriff	Chief Deputy	27.6973-41.8232	1	1													

TOTAL= 180 103 77 0 1 1 1 1 0 0 0 1 2

VETERANS SERVICE

#	Dept.	Job Title	7/1/2005 Hourly Salary Range	Total Employees			Male					Female						
				Total	# of Males	# of Females	B	H	AI/AN	A/PI	Dis	B	H	AI/AN	A/PI	Dis		
1	VSO	Tech Asst II	11.0988-16.7592	1		1												
2	VSO	Asst VSO	12.6655-19.1251	1	1													
3	VSO	Vet Ser Off	19.6692-29.7007	1	1													

TOTAL= 3 2 1 0 0 0 0 0 0 0 0 0 0

8. JOB GROUP IDENTIFICATION

The following is a listing of Stearns County employee's job titles separated by Job Groups. Numbers in parenthesis indicate the numbers of males (m) and females (f) in the position.

1. **Managers and Administrators:** Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. Includes: officials, executives, middle management, plant managers, department managers, superintendents, salaried supervisors who are members of management, purchasing agents and buyers. First line supervisors, unless specifically listed under officials and managers or craft (skilled), who engage in the same activities as the employees they supervise should be reported in the same job category.

Accounting Supervisor (1m, 0f)	Emergency Services Director (1m, 0f)
Assessor (0m, 1f)	Engineer (1m, 0f)
Asst. Assessor (1m, 0f)	Environmental Services Director (1m, 0f)
Asst. County Recorder (0m, 1f)	Environmental Services Supervisor (2m, 1f)
Asst. Engineer (1m, 1f)	Equipment Shop Supervisor (1m, 0f)
Asst. Human Resources Director (0m, 1f)	Financial Manager (1m, 0f)
Building Facilities Director (1m, 0f)	Gov't Documents Supervisor (1m, 0f)
Building Maintenance Supervisor (1m, 0f)	Human Resources Director (0m, 1f)
Buyer (0m, 1f)	Human Services Administrator (0m, 1f)
Chief Attorney – Division (2m, 1f)	Human Services Supervisor I (3m, 6f)
Chief Deputy Attorney (1m, 0f)	Human Services Supervisor II (9m, 5f)
Chief Deputy Sheriff (1m, 0f)	IS Director (1m, 0f)
County Administrator (1m, 0f)	Investigator II (1m, 0f)
Division Director – Administrative (0m, 1f)	Office Services Supervisor (0m, 4f)
Division Director – Comm. Corr (1m, 0f)	Operations Supervisor (1m, 0f)
Division Director – Comm. Support (0m, 1f)	Park Director (1m, 0f)
Division Director – F&C Svcs. (0m, 1f)	Purchasing Director (1m, 0f)
Division Director – Finance & Tech. (0m,1f)	Service Center Supervisor (0m, 2f)
Division Director – Gateway Services (0m, 1f)	Tech Support Manager (1m, 0f)
Division Director of Land Mgmt. (1m, 0f)	Tech Consulting Manager (1m, 0f)
Division Director – Service Center (1m, 0f)	Veteran Services Officer (1m, 0f)
Division Director – Public Health (0m, 1f)	

Total: 73

Males:41

Females: 32

2. **Professionals :** Professionals are considered to be persons working in occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: personnel and labor relations workers, social workers, accountants, attorneys, public health nurses, and kindred workers.

Agricultural Inspector (1m, 0f)	Nutrition Educator (0m, 4f)
Asst. Attorney I (3m, 4f)	PHN (0m, 17f)
Asst. Atty. II (1m, 4f)	Planning Coordinator (0m, 1f)
Assistant to the Co. Adm. (1m, 0f)	Planning Specialist (0m, 1f)
Career Agent (9m, 7f)	Public Health Coordinator (1m, 2f)
Contract Coordinator (0m, 1f)	Public Information Specialist (0m, 1f)
Corrections Agent (2m, 2f)	Regional EMS Coordinator (0m, 1f)
Department Accountant (0m, 1f)	RN (0m, 2f)
Diversion Program Spec (0m, 1f)	Senior Agent (7m, 7f)
Financial Coordinator (1m, 0f)	Senior Atty. (4m, 1f)
Fiscal & Addressing Coordinator. (0m, 1f)	Social Worker I (3m, 12f)
Human Resources Rep. (0m, 3f)	Social Worker II (6m, 45f)

Land Records Coordinator (1m, 0f)
Mapping Coordinator (1m, 0f)

Staff Accountant (0m, 2f)
Victim Assistance Coordinator (0m, 2f)

Total: 163

Males: 41

Females: 122

3. **Technicians:** Technicians are those whose work requires a combination of basic scientific knowledge and manual skills which can be obtained through about two years of post high school education, such as is offered in many technical schools and community colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, appraisers, surveyors, survey construction technicians, environmental health specialists, inspectors, and kindred workers.

Appraiser (3m, 4f)	Senior Engineering Tech (3m, 0f)
Associate Tech Support Spec (0m, 1f)	Senior Environmental Specialist (4m, 1f)
Environmental Specialist I (2m, 1f)	Senior Survey Const. Tech (1m, 0f)
Environmental Specialist II (7m, 4f)	Senior Tech Project Leader (6m, 1f)
Engineering Tech I (3m, 0f)	Senior Tech Support Specialist (0m, 6f)
GIS Coordinator (1m, 0f)	Survey Const. Tech I (2m, 0f)
Mapping Tech II (1m, 0f)	Survey Const. Tech III (1m, 0f)
Mapping Tech III (0m, 1f)	Surveillance Tech (1m, 0f)
Public Health Technician (0m, 4f)	System Support Specialist (0m, 1f)
Right of Way Specialist (1m, 0f)	Tax Specialist III (1m, 0f)
Senior Appraiser (3m, 0f)	

Total: 64

Males: 40

Females: 24

4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: dispatchers, patrol officers, correctional officers, deputy sheriffs, bailiffs, detectives, and kindred workers.

911 Dispatcher (3m, 18f)	Jury Attendant (4m, 3f)
Captain – Jail (1m, 0f)	Juvenile Care Attn. – Visiting Mo. (0m, 2f)
Captain – Patrol (0m, 1f)	Juvenile Care Attn (3m, 3f)
Correction Officer I (8m, 5f)	Lieutenant – Jail (1m, 0f)
Correction Officer II (25m, 23f)	Lieutenant – Patrol (1m, 0f)
Correction Officer III (3m, 3f)	Security Officer (9m, 0f)
Detective (2m, 0f)	Senior Deputy (27m, 7f)
Detective/Deputy ME (3m, 0f)	Sergeant (8m, 0f)

Total: 164

Males: 98

Females: 66

5. **Paraprofessionals:** Occupations in which perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: financial workers, child support officers, welfare service aides, administrative assistants, home health aides, and kindred workers.

Administrative Asst I (0m, 1f)	Financial Worker (5m, 40f)
Administrative Tech (0m, 1f)	Fiscal Services Spec (0m, 2f)
Admin Review Coordinator. (0m, 1f)	Fraud Prev. Specialist (0m, 1f)
Asst. to the County Attorney (0m, 1f)	Human Services Aide (0m, 4f)
Asst. Program Res. Coordinator. (1m,	Maint. Worker II – Safety (1m, 0f)

0f)		
Asst. VSO (1m, 0f)		Park Operations Coord (1m, 0f)
Case Aide (0m, 8f)		Program Resources Coordinator (1m, 0f)
Child Support Spec. (0m, 1f)		Recreation Coordinator (1m, 1f)
Child Support Officer (1m, 13f)		Senior Acct Tech (0m, 1f)
Case Coordinator (1m, 1f)		Support Enforcement Aide (0m, 4f)
Collections Officer (1m, 1f)		Work Crew Leader (2m, 0f)
Financial Programs Spec. (0m, 1f)		

Total: 96 Males: 12 Females: 82

6. **Office and Clerical:** All clerical work regardless of the level of difficulty, where the activities are predominately non-manual, though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors, messengers, office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, and telephone operators.

Account Tech III (0m, 5f)	Mail Center Clerk (0m, 1f)
Account Tech IV (2m, 6f)	Payroll Technician (0m, 1f)
Administrative Sec. I (0m, 9f)	Purchasing Assistant (0m, 1f)
Administrative Tech II (0m, 1f)	Records Mgt Clerk (0m, 1f)
Applications Specialist (0m, 6f)	Receptionist (0m, 2f)
Assessing Technician (0m, 1f)	Regional EMS Asst (0m, 1f)
Clerk (0m, 4f)	Report Writer (1m, 0f)
Community Service Worker (0m, 1f)	Senior Payroll Tech (0m, 1f)
Data Entry Clerk (0m, 1f)	Senior Sheriff Dept Asst. (0m, 7f)
Document Specialist (0m, 2f)	Senior Tech Asst (0m, 3f)
Land Records Specialist (0m, 1f)	Sheriff's Dept. Assist (0m, 2f)
Land Records Tech I (0m, 2f)	Support Staff Supervisor (0m, 1f)
Land Records Tech II (0m, 1f)	Tech Assistant I (0m, 2f)
Legal Asst. I (0m, 2f)	Tech Assistant II (0m, 31f)
Legal Secretary (HS) (0m, 1f)	Tech Assistant III (1m, 29f)
Legal Secretary I (0m, 7f)	Tech Assistant IV (0m, 12f)

Total: 149 Males: 4 Females: 145

7. **Skilled Crafts:** Manual workers of a relatively high skill level, having a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: building trades, hourly paid foremen and lead-workers who are not members of management, mechanics and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

Area Supervisor (4m, 0f)	Maintenance Worker II (7m, 0f)
Building Facilities Carpenter (2m, 0f)	Maintenance Worker III (15m, 0f)
Building Facilities Construction Supvr. (1m, 0f)	Maintenance Worker II – Parks (2m, 0f)
Custodial Supervisor (1m, 0f)	Master Electrician (1m, 0f)
Custodian (9m, 1f)	Mechanic (5m, 0f)
Electrician-Journeyman (2m, 0f)	Parks Caretaker (0m, 1f)
Facilities Maintenance Tech II (2m, 0f)	Park Maintenance. Coordinator (1m, 0f)
Facilities Maintenance Tech III (2m, 0f)	Sign Technician (2m, 0f)
Maintenance Worker I (8m, 0f)	Welder (1m, 0f)
Total: 67 Males: 65 Females: 2	

B. Utilization Analysis by Job Group

Stearns County will pursue all reasonable and realistic efforts to ensure fulfillment of statistical progressions in the employment of both female and minority applicants, providing that such action is not contradictory or against laws of Federal and State authorities and that individuals under such consideration meet the requirements necessary for successful, safe performance within job classifications to which they are recruited.

These goals are not defined as all-inclusive nor binding but indicate the County's intent as such vacancies or related opportunities occur and are based on projected measurement of equal opportunity in employment opportunities. They shall be pursued as:

1. Vacancies or new job expansion occurs;
2. Minority and female qualified applicants are available and responsive to pronounced recruitment efforts; and
3. The County can reasonably undertake training programs to ensure opportunities available to women and minorities.

In all cases, the most qualified applicant shall be considered for any vacancy. The County shall provide equal employment opportunity for all applicants to eliminate artificial and traditional barriers to employment and promotion that inadvertently may prevent recognition of individual merit.

Table I on the following page is an analysis of the total availability, utilization, and under-utilization and goals in each of the respective Job Groups.

TABLE I: Job Group Availability/Utilization/Underutilization Analysis & Annual Goals

Job Group	Total Employees in Job Group	Women						Minorities					
		Utilization		Availability		Number Under-utilized	Annual % Goal	Utilization		Availability		Number Under-utilized	Annual % Goal
		Number	%	%	Number			Number	%	%	Number		
Officials and Managers	73	32	43.8	30.99	23	0		0	0.0	1.38	1	1	1.38%
Professionals	163	121	74.2	72.85	119	0		4	2.5	1.30	2	0	
Technicians	64	24	37.5	31.13	20	0		0	0.0	5.82	4	4	5.82%
Protective Service Wkr	164	66	40.2	21.06	35	0		4	2.4	7.70	13	9	7.70%
Para Professional	96	81	84.4	51.51	49	0		0	0.0	8.48	8	8	8.48%
Office & Clerical	149	144	96.6	78.56	117	0		0	0.0	3.12	5	5	3.12%
Skilled Crafts	67	2	3.0	15.58	10	9	15.58%	0	0.0	0.52	0	0	
Totals	776	470			373	9		8			33	27	

Job Group	Source of Availability Percentages
Officials and Managers	001-043 (summary)
Professionals	62, 71, 80, 201, 210, 282, 313
Technicians	104, 110, 156, 184, 190, 191
Protective Service Wkr	370, 371, 380, 382, 385
Para Professional	202
Office & Clerical	500-593 (summary)
Skilled Crafts	422, 635, 673, 676, 720, 722, 734

9. GOALS AND TIMETABLES

During this plan year, it is our goal to meet or exceed the availability percentage for women or minorities in all job groups, as identified in our availability/utilization/underutilization analysis chart. We will make specific good faith efforts to achieve the availability percentages for minorities or women in any job group where underutilization is identified by our analysis.

We will continue our efforts to recruit and retain individuals with disabilities in all levels of our workforce.

10. PROBLEM AREAS IDENTIFICATION AND ANALYSIS

Stearns County currently employs 776 permanent full- and part-time employees. Of these, approximately 60.95% are females and 2.52% are minorities. Representation in the Stearns County SMSA is very similar to these figures: 49.77% of the population is female, and 4.69% are minorities as reported in the 2000 census.

Stearns County shall periodically conduct an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity may exist. We evaluated:

1. Workforce composition by group. We have identified underutilization in our availability/utilization/underutilization analysis chart, and we have set goals to remedy that underutilization.
2. Personnel activity: We routinely conduct adverse impact analyses using statistical methods to analyze our personnel activities, including applicant flow, hires, promotions, terminations and other personnel actions, to determine if there are selection disparities between men and women, minorities and non-minorities (and within specific racial groups, if appropriate), or disabled and nondisabled applicants or employees. If any tests are used as a part of our selection process, we have determined that these tests are job-related and are validated. We have taken action to remove any barriers to hiring or retaining women, people of color, or people with disabilities.
3. Compensation system: We routinely review our compensation system, including rates of pay and bonuses, to determine whether there are gender, race, ethnicity, or disability-based disparities. If any disparities are identified, we take prompt action to resolve the disparity. In offering employment to individuals with disabilities, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefits the applicant or employee receives from another source.
4. Personnel procedures: We routinely review all of our personnel procedures and processes, including selection, recruitment, referral, transfers and promotions, seniority provisions, and company-sponsored training programs or other activities to determine if all employees or applicants are fairly considered.
5. Any other areas that might impact the success of our Affirmative Action Program:
We continually analyze any other areas that may impact our success, such as accessibility of our facility to the available workforce, the attitude of our current workforce towards EEO, proper posting of our EEO policy and required governmental posters, proper notification of our subcontractors or vendors,

and retention of records in accordance with applicable law. We take prompt action to remedy any problems in these areas through training of staff or other methods.

11. ACTION ORIENTED PROGRAMS

To assure continued progress towards Affirmative Action goals and to guarantee equal employment opportunity to all persons, Stearns County shall pursue the following actions relating to hiring, promotion, training opportunities, classification, recruitment, and compensation.

Stearns County personnel practices shall adhere to the principles of equal employment opportunity and be conducted in accordance with the County Affirmative Action Program. The principles of equal employment opportunity shall be introduced into all County written personnel policies and shall be reflected in all negotiations between the County and labor unions who represent authorized bargaining units of Stearns County employees.

A. Position Descriptions

1. A written position description shall be created for all permanent positions within Stearns County. These descriptions shall include a job title, a general description of the duties and responsibilities of the positions, minimum qualifications required to perform the work, and shall be available to all employees and prospective job applicants to review prior to application.
2. Position titles and minimum qualifications contained in written descriptions shall be used in all recruitment advertising.
3. The minimum qualifications of each position shall be periodically reviewed by the County Affirmative Action Officer and the County Affirmative Action Committee to determine if all qualifications required are related to actual job performance.
4. Position descriptions for managerial and supervisory positions shall contain a section describing Affirmative Action responsibilities.

B. Recruitment

1. All solicitation or advertisements for employees will state that applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. When needed, to help address underutilization, help wanted advertising will also be placed in news media oriented towards women or minorities. Copies of advertisements for employees will be kept on file for review by enforcement agencies.
2. When we place help-wanted advertisements, we will not indicate a preference, limitation, or specification based on sex, age, national origin, or other protected characteristic, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and we will require that these agencies share our commitment to EEO.

3. All positions for which we post or advertise externally will be listed with State of Minnesota Workforce Centers, America's Job Bank, or similar governmental agencies.
4. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, minorities, and people with disabilities (including state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, education agencies, or labor organizations). We will keep documentation of all contacts made and responses received, whether formal or informal. We will make every effort to give these agencies a reasonable amount of time to locate and refer applicants.
5. We will carry out active recruiting programs at relevant technical schools and colleges, where applicable.

C. County Personnel Policies

1. The County Human Resources Director shall provide for revision and ongoing maintenance of the Stearns County Personnel Policies Manual detailing all employee benefits, terms and conditions of employment, employer actions, employee obligations, and rights and privileges of employees. This manual shall be revised and be consistent with the Affirmative Action Program and be updated annually by the Human Resources Director.
2. Each department shall be apprised of the Affirmative Action goals and briefed regarding the County's commitment to achieving the goals within targeted periods.
3. The employment application form currently being utilized is intended to eliminate artificial employment barriers by not requiring irrelevant information as a part of employee selection that is not directly representative of an applicant's skills or qualifications to perform the duties of any position.
4. It shall be inconsistent with this Affirmative Action Program for any department head or otherwise hiring authority to consider race, color, creed, religion, national origin, sex, age, marital status, public assistance status, membership or activity in a local commission, disability, or sexual orientation as a basis for rejecting any individual applicant for employment.

To insure impartial selection and promotion of personnel, the Human Resources Director or designee shall:

1. Analyze all existing selection procedures including written or oral exams, performance reviews, education or experience ratings, structured interviews, and other such devices to determine their value as a measure of job success.
2. Administer all appropriate tests under standardized and uniform conditions and provide for impartial evaluations of test results.
3. Declare all job opportunities and vacancies open to male and female applicants unless any given job is proven exclusive for one sex on the basis of bona fide occupational qualifications set forth in Title VII and subsequent court decision.

4. Encourage the promotion of minority, disabled, and female employees.
5. Interview all exiting employees to determine reasons for leaving and identify possible sources of discrimination, inadequate job placement, or under-utilization encountered while working for the County.
6. Assure that no person be given preference or denied employment opportunity because of past promises of a job, personal characteristics, personal reputation, political or union affiliation or other qualities unrelated to job performance.
7. Screen all applications and determine applicant eligibility for employment by utilizing appropriate selection procedures.
8. In accordance with the Minnesota Data Practices Act, any information gathered by the employer regarding reference checks, personal or criminal history shall be made open and available to prospective job candidates upon request for purposes of inspections. Such persons shall have the right to challenge all such information.

D. Selection and Hiring

We will evaluate our selection process using an adverse impact analysis to determine if our requirements screen out a disproportionate number of minorities, women, or people with disabilities. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that there is a commitment to the affirmative action program and its implementation.

1. No applicant shall be prohibited from applying for a County position because of a past criminal conviction, unless the conviction would make the individual unfit for the position. Disqualification from candidacy for one position shall not preclude the individual from being considered for any other County position.
2. Schedule for Review of Job Requirements: We will annually review all physical and mental job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. We will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job, and we will remove any physical or mental requirements changed after review will be distributed to all relevant employees, particularly those involved in the selection process and supervision of employees
3. Pre-Employment Medical Examination: If we require medical examinations or inquiries as a part of our selection process, all exams or inquiries will be conducted after a conditional offer of employment. Only job-related medical examinations and inquiries will be conducted, and the results of these examinations or inquiries will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examinations will be kept confidential except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment, and (c) officials,

employees, representatives, or agents of the MN Department of Human Rights or local human rights agencies investigating compliance with the act or local human rights ordinances will be informed if they request such information.

E. Accommodation to Physical & Mental Limitations of Employees

We will make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of the business.

F. Evaluation of Job Performance

1. Probationary periods for entry and promotional positions shall be uniformly applied and no protected class employee shall be subject to a probationary period different in length from any other employee (with the exception of those employees hired as Department Directors or in the Sheriff's Office).
2. Any performance evaluation systems used shall be directly related to actual performance on the job.
3. Performance evaluation of supervisors shall include an appraisal of their performance in implementing and adhering to the County Affirmative Action Program.

G. Compensation

1. All compensation schedules for Stearns County employees shall adhere to State and Federal laws and shall not discriminate upon the basis of race, sex, color, creed, religion, national origin, disability, age, marital status, veteran status, political affiliation, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.
2. All fringe benefit schedules shall be equal for members of both sexes and shall not discriminate against any employed member of a protected class.

H. Termination/Disciplinary Procedures

1. All disciplinary procedures within the County organization shall be applied equally and shall not discriminate against any employee upon the basis of race, sex, color, creed, religion, national origin, disability, age, marital status, veteran status, political affiliation, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.
2. Equivalent internal grievance procedures shall exist for all employees either through the personnel rules and policies or union contracts.
3. We use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process. We conduct adverse impact analyses to ensure that women, minorities, and employees with disabilities do not leave the County at rates substantially dissimilar to those of men, non-minorities, and employees without disabilities.

I. Documentation

1. The record keeping materials required to monitor the County Affirmative Action Program shall be readily accessible to the County Affirmative Action Officer, the County Affirmative Action Committee, Department Heads, and the County Board.
2. The Human Resources Director shall keep a written record of the efforts undertaken to meet County goals for employment of protective class employees.
3. The County Affirmative Action Committee shall review and comment on unsuccessful County efforts to employ protected class members in accordance with the County Affirmative Action Program.
4. The annual recommendation of the County Affirmative Action Officer to the County Board on the goals the County should pursue for the coming year should also contain recommendations for changes in personnel practices which may be indicated by the degree of success which the County has attained in previous Affirmative Action goals.

J. Grievance Procedures

1. Employee

All grievances of protected class employees relating to the conditions of work will be processed through an internal procedure containing the following elements:

- a) The grieved employee shall present the grievance to his/her immediate supervisor within the time prescribed by the Personnel Rules and Policies Manual or applicable union contract.
- b) If the grievance is not mutually resolved the employee may submit the grievance to the Appointing Authority or County Human Resources Director within the time prescribed by the Personnel Rules and Policies Manual or the applicable union contract.
- c) If the grievance is not satisfactorily resolved with the appointing authority the decision may be appealed to the Personnel Committee of the County Board.
- d) The grieved employee is entitled to representation at all stages of the grievance procedure.
- e) If the grieved employee alleges that a discriminatory practice is part of the grievance, the County Affirmative Action Officer shall be so informed and may participate in all hearings concerning the grievance beginning with the appeal to the appointing authority.

The external grievance procedure is comprised of the following:

- a) The County Affirmative Action Officer shall make available to all employees information concerning the right of employees to initiate discrimination complaints to the Equal Employment Opportunity Commission, the State Human Rights Department, or private litigation.
- b) No employee shall be subject to harassment, reduction of employment status or benefits or loss of advancement possibilities as a result of having initiated such a complaint.

Employees who elect to present grievances under the grievance procedure outlined above shall be deemed to have waived their right to grieve under any other grievance procedure available to County employees.

2. Applicant

All grievances of protected class applicants relating to hiring procedures will be processed through the following procedures:

- a) The grieved applicant shall present the grievance in writing to the County Human Resources Director within five working days after the event causing the grievance. The Human Resources Director shall give a written answer to the applicant within ten working days from the time the grievance was initially presented.
- b) If the grievance is not satisfactorily resolved with the Human Resources Director, the grieved applicant may appeal to the Stearns County Administrator within five working days of receipt of the Human Resources Director's decision. The County Affirmative Action Officer shall conduct an investigation of the grievance and submit a report to the County Administrator. The County Administrator shall give a written answer to the applicant within fifteen working days from the time the grievance was initially presented.
- c) If the grieved applicant is still not satisfied, the County Affirmative Action Officer shall inform the grieved applicant concerning his/her right to initiate discrimination complaints to the Equal Employment Opportunity Commission, the State Human Rights Department, or private litigation.

K. Religion and National Origin Discrimination and Accommodation for Religious Observance and Practice

As part of our commitment to Equal Employment Opportunity for all, we have made a specific effort to ensure that national origin and religion are not factors in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Recruitment resources are informed of our commitment to provide equal employment opportunity without regard to national origin or religion.

2. Our employees are informed of our policy and their duty to provide equal opportunity without regard to national origin or religion.
3. Employment practices exist and are reviewed to ensure that we implement equal employment opportunity without regard to national origin or religion.
4. The religious observances and practices of our employees are accommodated, except where the requested accommodation would cause undue hardship on the conduct of our business.
5. We do not discriminate against any qualified applicant or employee because of race, color, creed, disability, age, sexual orientation, marital status, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.

L. Anti-Harassment/Respectful Workplace Behavior Policy

It is the policy of Stearns County to maintain a respectful work and public service environment free from violence, discrimination, sexual harassment, and other offensive or degrading remarks or conduct. Stearns County will not tolerate such behavior by or towards any employee. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action up to and including termination from employment. Preserving Stearns County as a respectful environment in which to work is a shared responsibility of both management and employees. All inappropriate behavior in any form will be addressed by the management of Stearns County. The County Board supports these efforts throughout the Stearns County organization.

1. What is Disrespectful Behavior?

In order to provide the employees of Stearns County with a better understanding of the meaning of inappropriate behavior, the following definitions have been provided:

- a) Violent Behavior includes the use of physical force, harassment or intimidation, or abuse of power or authority when the impact is to control by causing pain, fear or hurt.
- b) Discriminator Behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.
- c) Offensive Behavior may include such work-related actions as: rudeness, exclusionary behavior, angry outbursts, inappropriate joking, vulgar obscenities, name calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

2. Harassment

One specific kind of discriminatory and offensive behavior is sexual harassment. Sexual harassment, which consists of a wide variety of unwanted and unwelcome sexually directed behaviors, is defined as:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public services; or
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment, public services; or
- c) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment performance; or creating an intimidating, hostile, or offensive work or public services environment.

Behavior prohibited by this policy can include, but is not limited to, unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive facial expressions/body language, kissing, touching, and sexual contact.

3. What to Do About Harassment

Any person who feels subject to violent, discriminatory, or offensive behavior of any kind may feel free to object to the behavior and will report the behavior to one of the following: their supervisor, their department/division director, their union representative, the Human Resources Director or the County Administrator.

4. Reporting Inappropriate Workplace Behavior

An employee who believes that s/he has been treated in violation of this policy by any person in relation to employment with the County must deal with the situation in one of the following ways unless it involves violent behavior:

- a) Politely but firmly tell whoever is engaging in the inappropriate behavior how you feel about his or her actions. Politely request the person cease the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
- (b) Write a memorandum for your personal file that describes the incident(s) of inappropriate behavior, a summary of your conversation with the person you believe is violating this policy, and what that person's reaction was when told.
- (c) If you fear some adverse employment consequences could result from telling the offender or you are uncomfortable discussing the matter with the offender directly, go to your supervisor, division/department director or to the Human Resources Director. In the event a complaint is lodged against the Human Resources Director, complaints should be brought to the attention of the County Administrator. In writing, state specific details of the behavior that violates this policy, and an investigation will begin.

If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint, the next step is to report the incident to your department/division director, union steward, Human Resources Director or County Administrator. In the case of sexual harassment, you may also seek assistance from the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission.

In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, department/division director, or the proper legal authorities.

5. Cooperation and Responsibilities

Management has the obligation to provide an environment free of inappropriate behavior. However, in order for management to accomplish this task, the cooperation of all employees is required.

The responsibility of the employer is to protect the rights of all of its employees. The cooperation that all of the employees provide assists management in dealing with the problem. Co-workers have the responsibility of being aware of the sensitivity of those individuals with whom they work.

Supervisors are required to deal swiftly and vigorously with persons treating others disrespectfully. An employee who engages in inappropriate workplace behavior is subject to standard disciplinary procedures. Supervisors have the additional responsibility of maintaining an environment free of sexual harassment. The responsibility, therefore, goes even farther than being aware of the sensitivity of people who they affect, but also making sure that other employees under their supervision are sensitive to other employees within that same area.

A supervisor who becomes aware of inappropriate workplace behavior but fails to take immediate actions against it will also be subject to disciplinary procedures.

6. Recorded Contract

Obviously, along the way initial contact should be made verbally; however, a record should be made of all contacts made by both the supervisor and by the individual complainant so that appropriate documentation can be maintained. Disrespectful behavior is a very personal response to the actions of another individual. The effects of disciplinary action, or any type of action at all, can be very detrimental to all parties concerned. The seriousness of this matter should never be ignored. The fact is that inappropriate behavior, from an employer's standpoint, must be responded to. If two parties are involved, there may be two different perceptions of the problem.

7. Confidentiality

Under the Minnesota Data Practices Act, when allegation of sexual or other types of harassment are made against an employee, the employee does not have access to data that

would identify the complainant or other witnesses if the County determines that the employee's access to that data would:

- (1) Threaten the personal safety of the complainant or a witness; or
- (2) Subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

12. SUPPORT DATA FORMS AND SAMPLES

Affirmative Action Survey

All applicants are considered for positions without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, handicap, veteran status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

To assist Stearns County with record keeping, reporting, and other legal requirements, please fill out this Affirmative Action Survey.

Providing this information is voluntary and refusal to provide information will not have a negative effect on your status as an applicant.

APPLICANT TRACKING DATA

The information requested below is voluntary and will be used to assist Stearns County in monitoring Equal Employment Opportunity and Affirmative Action programs as required by law. Refusal to complete this section will not affect your opportunities for employment. The information in this area is confidential and will be separated from your employment application.

Name: _____ Position Applied For: _____

Referral Source:

____ Employment Agency ____ Job Service ____ Walk-in ____ Employee Referral
____ Newspaper Ad (specify paper _____) ____ College Relations
____ Other: _____

Gender (check one): ____ Male ____ Female

Race or Ethnic Group (check one): ____ White ____ Black ____ Hispanic
____ American Indian/Native Alaskan ____ Asian/Pacific Islander

Do you have a disability? ____ Yes ____ No If yes, please describe: _____



Human Resources Department County of Stearns

Exit Interview Information Questionnaire

Employee Name _____ Dept _____

Job Title _____ Supervisor _____

Hire Date _____ Separation Date _____

Employment Category: Full-time permanent Part-time permanent Other

1. Reason for leaving the County: a. Resignation b. Dismissal c. Retirement

2. Was your decision to leave influenced by any of the following? (If more than one, rank in order of importance with "1" being the most compelling reason.)

- | | |
|---|--|
| a. <input type="checkbox"/> Career Opportunity | i. <input type="checkbox"/> Going to School |
| b. <input type="checkbox"/> Working Conditions | j. <input type="checkbox"/> Military Service |
| c. <input type="checkbox"/> Content of Work | k. <input type="checkbox"/> Self-Employment |
| d. <input type="checkbox"/> Salary | l. <input type="checkbox"/> Moving from Area |
| e. <input type="checkbox"/> Commuting Distance | m. <input type="checkbox"/> Fringe Benefit package |
| f. <input type="checkbox"/> Lack of Opportunity for Advancement | n. <input type="checkbox"/> Other (explain) |
| g. <input type="checkbox"/> Family Circumstances | _____ |
| h. <input type="checkbox"/> Health | _____ |
| | _____ |

3. If you have taken another job:

a. Is it performing the same type of work No? Yes No

b. Is it in the: Public Sector Private Sector

c. Name of new employer _____

d. Location _____

e. New position title _____

4. Are you leaving for any reason which would appear to be discriminatory on the basis of race, color, sex, religion, national origin, age or handicap? Yes No

If yes, explain: _____

Human Resources Department

PLEASE RESPOND TO THE FOLLOWING STATEMENTS:

	AGREE	UNSURE	DISAGREE
5. I took pride in being an employee of Stearns County.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My salary at Stearns County was fair considering my duties and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. My duties and responsibilities were fully and correctly explained to me when I was employed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The new employee orientation conducted by the Human Resources Department was helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The employees in my department worked together as a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I could count on the cooperation of coworkers in other departments to help get a job done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The County provided sufficient training opportunities to help perform my duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I was provided with the necessary tools and/or equipment to perform my duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Safety rules and procedures were followed in my department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. My workload created undue stress for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. My job properly used my education and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I felt I was doing something really worthwhile on my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. My work was challenging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I received information necessary to perform my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. My supervisor asked for my ideas and suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. I often received useful feedback from my supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. a) What suggestions would you make for improving the following: (Use back of form for additional comments)			

WORKING CONDITIONS: _____

EMPLOYEE RELATIONS: _____

SUPERVISION OF THE OFFICE: _____

PRODUCTIVITY: _____

EFFICIENCY: _____

EQUIPMENT: _____

SAFETY: _____

Human Resources Department

b) I would have stayed with Stearns County if _____

c) The things I liked best about working at the County were _____

d) The things I liked least about working for the County were _____

24. Sex:
 Male
 Female

25. Race/Ethnicity:
 Black Non-Hispanic
 White Non-Hispanic
 Other

26. Handicapped:
 Yes No

27. I wish the Human Resources Department to review this information, in confidence, with my Department Head.
 Yes No

EXIT INTERVIEW CHECKLIST

Stearns County Human Resources Department

Name: _____ Date: _____

Position Title: _____ Department: _____

Hire Date: _____ Termination Date: _____

Probationary Employee: Yes No Supervisor: _____

HUMAN RESOURCES:		
	Date Completed	Employee Initials
Letter of Resignation/Retirement	_____	_____
Child Support Termination	_____	_____
PERA	_____	_____
Deferred Compensation	_____	_____
Exit Questionnaire	_____	_____
County I.D. Card	_____	_____
Building Security Card	_____	_____

MISCELLANEOUS:		
	Date Completed	Employee Initials
Severance Pay <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Section of Contract:	_____	_____
Vacation payout	_____	_____
Comp time payout	_____	_____
Longevity (Pro-Rated)	_____	_____
Uniform Allowance/Cold	_____	_____
Weather (Pro-Rated)	_____	_____

COBRA NOTIFICATION:		
	Date Coverage with County Terminates	Employee Initials
Health	_____	_____
Basic Life	_____	_____
Additional Life	_____	_____
Dependent Life	_____	_____
Dental	_____	_____

OTHER DEDUCTIONS:		
	Date of Last Payroll Deduction	Employee Initials
Health Care	_____	_____
Dependent Care	_____	_____
Parking	_____	_____

DEPARTMENT:		
	Date Completed	Employee Initials
Tools	_____	_____
Time Sheet	_____	_____
M. Conf. Cost Reimb.	_____	_____
*	_____	_____
N.	_____	_____

DEPARTMENT:		
	Date Completed	Employee Initials
Uniforms	_____	_____
Radio/Pager	_____	_____

* Reference Section 17.5 of the Personnel Rules (Travel Reimbursement - Limitations)

Final Paycheck: Direct Deposit Pick Up Send

NOTE: Complete and return to Human Resources within 3 days of employee's exit. If Human Resources has not collected Building Security Card, return it with this form. (All keys which employees have signed for must be returned by them directly to the Building Maintenance Department.)

Interviewer: _____
Human Resources Staff

Interviewer: _____
Department Head/Supervisor