

**Appendix A**

**Agency Name: Minnesota**

**Progress Toward Goals Report**

Data Range: 07/01/2018 - 07/21/2020

<b>Racial/Ethnic Minorities (Minorities)</b> (Promotion includes both promoted into and within the job category.)						
<b>Job Category</b>	<b>Prior AAP Total Minorities %</b>	<b>Prior AAP Year Goals Minorities %</b>	<b>Minorities Hired %</b>	<b>Minorities Promoted %</b>	<b>Actual Minorities Placement (%)</b>	<b>Minorities Goal Met?</b>
<b>Officials/Administrators</b>	13.16%	12.89%	20.00%	20.00%	20.00%	Yes
<b>Professionals</b>	22.83%		38.46%	15.79%	28.89%	Yes
<b>Technicians</b>	0.00%		0.00%	0.00%	0.00%	Yes
<b>Para-Professionals</b>	26.32%		33.33%	0.00%	28.57%	Yes
<b>Office/Clerical</b>	20.00%		16.67%		16.67%	Yes

## Agency Name: Minnesota Housing

## Separation Analysis

Data Range Dates: 07/01/2018 - 07/21/2020

Note: <sup>1</sup> The percentages by protected group within a separation type

<b>Total Separations</b> *(Minority Racial/Ethnic Minorities)				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	2.27%	0.00%	0.00%	0.00%
Resignations Resignations	45.46%	85.00%	10.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	34.09%	80.00%	26.67%	13.33%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
Termination without Rights	18.18%	50.00%	12.50%	12.50%
<b>Total Separations</b>	<b>100.00%</b>	<b>75.00%</b>	<b>15.91%</b>	<b>6.82%</b>

<b>Officials/Administrators</b>				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	11.11%	0.00%	0.00%	0.00%
Resignations	33.33%	66.67%	0.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	22.22%	0.00%	50.00%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
Termination without Rights	33.33%	66.67%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>44.44%</b>	<b>11.11%</b>	<b>0.00%</b>

<b>Professionals</b>				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%
Resignations	43.48%	80.00%	0.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	43.48%	90.00%	20.00%	10.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
Termination without Rights	13.04%	66.67%	0.00%	33.33%
<b>Total Separations</b>	<b>100.00%</b>	<b>82.61%</b>	<b>8.70%</b>	<b>8.70%</b>

Agency Name: Minnesota Housing

## Separation Analysis

Data Range Dates: 07/01/2018 - 07/21/2020

Note: <sup>1</sup> The percentages by protected group within a separation type

<b>Technicians</b>				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%
Reginations	100.00%	100.00%	100.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
Termination without Rights	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0.00%</b>

## Agency Name: Minnesota Housing

## Separation Analysis

Data Range Dates: 07/01/2018 - 07/21/2020

Note: <sup>1</sup> The percentages by protected group within a separation type

Para Professionals				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%
Reginations	57.14%	75.00%	25.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	14.29%	100.00%	100.00%	0.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
Termination without Rights	28.57%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>57.14%</b>	<b>28.57%</b>	<b>0.00%</b>

Office/Clerical				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%
Reginations	33.33%	100.00%	0.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%
Retirement	66.67%	100.00%	0.00%	50.00%
Death	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%
Termination without Rights	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>33.33%</b>

**Agency Name: Minnesota Housing**  
**Job Category Analysis: Listing of Job Titles**  
 Data as of: 44033

<b>Officials/Administrators</b>	
<b>Job Code</b>	<b>Job Title</b>
2695	Agency Chief Financial Officer
3394	Chief Information Officer
8880	Exec Assistant
8864	Deputy Commr Housing Finance
2691	Financial Mgt Director
1692	Housing Finance Agency Mgr
8792	Housing Finance Agency Exec
8761	Housing Finance Agency Director
3045	Human Resources Director 3
3639	State Prog Admin Manager
3679	State Prog Admin Manager Sr

<b>Professionals</b>	
<b>Job Code</b>	<b>Job Title</b>
2390	Accounting Officer Principal
987	Admin Systems Supv
29	Architect 2
141	Buyer 2
1557	Housing Dev Off Inter
1444	Housing Dev Off Senior
2133	Housing Financial Analyst
3680	Housing Financial Analyst Sr
3564	Housing Program/Policy Spec
1509	Housing Program Supervisor
652	Human Resources Consultant
498	Human Resources Specialist 1
3017	Human Resources Specialist 3
3584	Information Technology Spec 2
3585	Information Technology Spec 3
3586	Information Technology Spec 4
3587	Information Technology Spec 5
100	Information Syst Manager
893	Management Analyst 3
634	Management Analyst 4
3730	Management Analyst Staff Spec
1521	Pub Util Financial Analyst 1
1522	Pub Util Financial Analyst 2
659	Research Analysis Spec Sr
3606	State Prog Admin Sr
3608	State Prog Admin Coordinator
1411	Training & Development Spec 4

Agency Name: Minnesota Housing  
Job Category Analysis: Listing of Job Titles  
Data as of: 44033

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**Technicians**

Job Code	Job Title
774	Accounting Technician

**Para professionals**

Job Code	Job Title
3826	Housing Finance Para Professional Sr

**Agency Name: Minnesota Housing**  
**Job Category Analysis: Listing of Job Titles**  
Data as of: 44033

Office/Clerical	
Job Code	Job Title
293	Exec 2
1693	Housing Finance Paraprof
3627	Office & Admin Specialist
3629	Office & Admin Specialist Sr

Appendix D

**Agency Name: Minnesota Housing  
Feeder Jobs and Feeder Group Analysis**

Data as of: 44033

<b>Officials/Administrators</b>					
<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted Indv w/Disabl %</b>
3681	Officials/Administrators	Financial Mgt Director	1.79%	1.79%	0.00%
1692	Officials/Administrators	Housing Finance Agency Mgr	12.50%	0.00%	1.79%
8792	Officials/Administrators	Housing Finance Agency Exec	7.14%	1.79%	0.00%
8761	Officials/Administrators	Housing Finance Agency Director	1.79%	0.00%	1.79%
3639	Officials/Administrators	State Prog Admin Manager	7.14%	1.79%	1.79%
3679	Officials/Administrators	State Prog Admin Manager Sr	7.14%	3.57%	1.79%
987	Professionals	Admin Systems Supv	0.00%	0.00%	0.00%
1509	Professionals	Housing Program Supervisor	17.86%	5.36%	5.36%
100	Professionals	Information Syst Manager	0.00%	0.00%	0.00%
<b>Total</b>			<b>58.93%</b>	<b>17.86%</b>	<b>12.50%</b>



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**Agency Name: Minnesota Housing  
Feeder Jobs and Feeder Group Analysis**

Data as of: 44033

Professionals					
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %
2390	Professionals	Accounting Officer Principal	1.97%	0.66%	0.00%
1557	Professionals	Housing Dev Off Inter	13.82%	3.95%	3.29%
1444	Professionals	Housing Dev Off Senior	28.29%	9.21%	1.32%
2133	Professionals	Housing Financial Analyst	1.32%	0.00%	0.00%
3680	Professionals	Housing Financial Analyst Sr	3.29%	0.66%	0.66%
3564	Professionals	Housing Program/Policy Spec	14.47%	1.97%	2.63%
498	Professionals	Human Resources Specialist 1	0.66%	0.00%	0.00%
3017	Professionals	Human Resources Specialist 3	0.66%	0.66%	0.00%
3584	Professionals	Information Technology Spec 2	1.32%	0.66%	0.66%
3585	Professionals	Information Technology Spec 3	0.00%	0.66%	0.00%
3586	Professionals	Information Technology Spec 4	0.66%	0.00%	0.66%
3587	Professionals	Information Technology Spec 5	3.29%	0.00%	0.66%
893	Professionals	Management Analyst 3	0.66%	0.00%	0.00%
634	Professionals	Management Analyst 4	0.66%	0.00%	0.00%
1521	Professionals	Pub Util Financial Analyst 1	0.66%	0.66%	0.00%
<b>Total</b>			<b>71.71%</b>	<b>19.08%</b>	<b>9.87%</b>

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**Agency Name: Minnesota Housing  
Feeder Jobs and Feeder Group Analysis**

Data as of: 44033

Technicians					
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %
774	Technicians	Accounting Technician	100.00%	0.00%	0.00%
<b>Total</b>			<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>

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**Agency Name: Minnesota Housing  
Feeder Jobs and Feeder Group Analysis**

Data as of: 44033

Para Professionals					
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %
3826	Para-Professionals	Housing Finance Paraprof Sr	78.26%	21.74%	8.70%
1693	Office/Clerical	Housing Finance Paraprof	17.39%	4.35%	4.35%
<b>Total</b>			<b>95.65%</b>	<b>26.09%</b>	<b>13.04%</b>

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Agency Name: Minnesota Housing  
Feeder Jobs and Feeder Group Analysis

Data as of: 44033

Office/Clerical					
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %
Total			100.00%	0.00%	0.00%

Agency Name: Minnesota Housing

Determining Availability

(note: \*Minority= racial/ethnic minority; \*\*Indiv. W Disabl = Individuals with Disabilities)

Officials/Administrators									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	50.00%	47.80%	12.90%	6.00%	23.90%	6.45%	3.00%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: State of Minnesota COC and COC Title: 0100 Chief Executives and Legislatures	Our three-year historical appoints in this job category shows approximately 50% from external and 50% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	50.00%	58.93%	17.86%	12.50%	29.46%	8.93%	6.25%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %			53.36%	15.38%	9.25%		

Professionals									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	56.52%	12.36%	5.95%	39.56%	8.65%	4.17%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: State of Minnesota COC and COC Title: Since there is a diverse set of job titles in this category, a Composite Availability Analysis was conducted to weigh the availability for each job title and determine overall availability.	Our three-year historical appoints in this job category shows approximately 70% from external and 30% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	71.71%	19.08%	9.87%	21.51%	5.72%	2.96%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %			61.08%	14.38%	7.13%		

Technicians									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	0.772	0.125	0.106	77.20%	12.50%	10.60%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: State of Minnesota COC and COC Title: 5810 Data Entry Keyers	Our three-year historical appoints in this job category shows 100% from external and 0% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job groups that constitute feeders to this job group.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %			77.20%	12.50%	10.60%		

Agency Name: Minnesota Housing

Determining Availability

(note: \*Minority= racial/ethnic minority; \*\*Indiv. W Disabl = Individuals with Disabilities)

Para Professionals									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	80.00%	0.654	0.106	0.072	52.32%	8.48%	5.76%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: State of Minnesota COC and COC Title: 0562 Compliance Officers	Our three-year historical appoints in this job category shows approximately 80% from external and 20% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	20.00%	95.65%	26.09%	13.04%	19.13%	5.22%	2.61%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %			71.45%	13.70%	8.37%		

Agency Name: Minnesota Housing

Determining Availability

(note: \*Minority= racial/ethnic minority; \*\*Indiv. W Disabl = Individuals with Disabilities)

Office/Clerical									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	80.00%	0.178	0.139	0.034	14.24%	11.12%	2.72%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: State of Minnesota COC and COC Title: 5940 Other Office and Administrative Support Workers	Our three-year historical appoints in this job category shows approximately 80% from external and 20% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	20.00%	#####	0.00%	0.00%	20.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %			34.24%	11.12%	2.72%		

**Agency Name: Minnesota Housing**  
**Utilization Analysis:**  
**Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable**

<b>FEMALES</b>				
<b>Job Categories</b>	<b>% of Female Employees in the Job Category</b>	<b>Female Availability %</b>	<b>Female Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	65.79%	53.36%		
Professionals	72.91%	61.08%		
Technicians	100.00%	77.20%	Monitor	
Para-Professionals	94.74%	71.45%		
Office/Clerical	86.67%	34.24%		
<b>Totals</b>	<b>74.28%</b>			

<b>RARICAL/ETHNIC MINORITIES</b>				
<b>Job Categories</b>	<b>% of Racial/Ethnic Minority Employees in the Job Category</b>	<b>Racial/Ethnic Minority Availability %</b>	<b>Racial/Ethnic Minority Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	10.53%	15.38%	Yes	15.38%
Professionals	19.70%	14.38%		
Technicians	0.00%	12.50%	Monitor	
Para-Professionals	26.32%	13.70%		
Office/Clerical	20.00%	11.12%		
<b>Totals</b>	<b>18.84%</b>			

<b>INDIVIDUALS WITH DISABILITIES</b>				
<b>Job Categories</b>	<b>% of Individuals with Disabilities Employees in the Job Category</b>	<b>Individuals with Disabilities State Goals %</b>	<b>Individuals with Disabilities Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	7.89%	9.25%	Monitor	
Professionals	11.33%	7.13%		
Technicians	0.00%	10.60%	Monitor	
Para-Professionals	5.26%	8.37%	Monitor	
Office/Clerical	13.33%	2.72%		
<b>Totals</b>	<b>10.51%</b>			