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Date: 3/21/81

MEMORANDUM

From: Betty Fahrenkamp

From the Office of

Phone: 465-3762

Senator Betty Fahrenkamp

To: Charlie Parr

MESSAGE:

Enclosed is back-up material on

SB 246 & 247.

Alaska State Legislature

DETTYE FAHRENKAMP, CHAIRMAN
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Senate

Committee on Resources

MEMORANDUM

TO: MR. BILLY BERRIER
LEGISLATIVE AFFAIRS AGENCY
DIVISION OF LEGAL SERVICES

FROM: JIM PALMER
SENATE RESOURCES COMMITTEE

RE: DRAFTING OF AGRICULTURAL EDUCATION BILL

DATE: FEBRUARY 24, 1981

Attached is information on an agricultural education proposal. Senator Fahrenkamp has asked that legislation be drafted which would create such a plan. Senator Fahrenkamp will be the sponsor of the bill.

Please call me at 3835 if you have any questions. Please return the draft legislation to the Senate Resources Committee in the Beltz Room of the Capitol.

Through the State of Alaska agriculture development funding should be made available in the form of a grant through the Division of Agriculture to provide school districts' vocational agriculture programs with the needed equipment for training agriculture students.

Solution

Agriculture Education Act

An act providing grant funds to secondary school agriculture education programs for the purchase, lease or rent of equipment to train students in agricultural skills.

Requirements of the Act

1. Since the Division of Agriculture has the expertise in agriculture development, it should be a logical choice for administration of the grant. ?
2. Grant application will have to include a letter of intent from the local school board and local agriculture advisory board. > reg.
3. Each school district must have an on-going vocational agriculture program that is on a 12-month basis.
4. The grant application process will be developed by the Director of the Division of Agriculture to facilitate disbursement of the funds in a timely fashion.
5. Total grant shall be \$500,000 for the state's agricultural education programs. separate appropriation bill.
6. Maximum amount of money a school district can apply for is \$100,000 in any one year.
7. The type and use of the equipment shall be decided by the vocational agriculture instructor and the Division of Agriculture.
8. Each school district applying for the equipment must have a land laboratory available on a lease, purchase or rental basis.

D R A F T
YOUTH LEADERSHIP DEVELOPMENT CENTER
A CONCEPT PAPER

INTRODUCTION

The State of Alaska is currently facing important decisions regarding the development of the state itself, the role of the state in relation to the rest of the United States, and the role which Alaska's resources will play in relation to other countries of the world. The resolution of these decisions poses an unprecedented demand as well as opportunity for the people of Alaska.

Within the next decade, the people of Alaska must decide how to develop the state's resources and how to control their use. A compromise must be effected between environmental and developmental concerns, and between social and economic demands.

It will be Alaska's people making these decisions; the most important resources to be developed are therefore Alaska's human resources. It is imperative that strong and knowledgeable leaders be developed in government, business and industry, social service agencies, education and in the most basic social unit of the family. These leaders should understand how government operates and how to effect change in it. They should be familiar with the problems facing the state, the nation, and the world, and have a knowledge of the process to use to formulate solutions. These leaders should also have the leadership skills to accomplish what must be done to implement these solutions.

Because Alaska's leaders of the decades to come are students today, it is obvious that the development of leadership skills and capabilities in the state's youth should be a high priority. It is the purpose of this paper to set forth the rudiments of a plan to form a Leadership Development Center to provide training in the skills necessary to good leadership in Alaska's youth.

A CENTER PHILOSOPHY

Leadership is viewed here as a combination of skills and knowledge based on a foundation of values and ethics. The basic philosophy underlying the Leadership Development Center is that it is not only necessary to provide students with the skills to enable them to lead, but also to instill in them a sense of responsibility to the groups they are leading.

The basis of democratic government is that strength is found in the collective efforts of groups of people. It is therefore imperative that each member of a group be involved in making decisions which affect the group, and in helping the group to function.

The function of a leader in such a situation is to assist members of the group to organize their thoughts, establish goals, prioritize goals, and develop activities which will enable the group to fulfill its goals. In order to facilitate these processes, a leader must be able to listen effectively, to communicate with others, to elicit responses from others, and to take charge in a non-threatening manner. These are important skills for all citizens to possess, since most people fulfill roles as both members of a group and leaders of a group at some time.

CENTER DESIGN

It is proposed that a Youth Leadership Development Center be established to provide the human, material and fiscal resources necessary for leadership development in Alaska's youth. This concept is an enlargement upon the design of the projects included in the Student Extended Programs during the 1980-81 school year. The center would have two primary facets: support and development.

The support facet would enable existing Student Leadership Organizations (SLO's) to increase their scopes of work as well as improve their existing services. Examples of support functions include development of student and advisor manuals for existing SLO's, assistance in planning and conducting state conferences for SLO's, assistance in publishing SLO newsletters, serving as a communication link between SLO members and SLO's coordination of the distribution of block grant funds to SLO's, clerical support to SLO's, assistance in organizing new SLO chapters, and technical assistance and support to SLO state advisors, local advisors and officers. These services would enable existing SLO's to more effectively serve greater numbers of students.

The Close-up and Future Bowl Projects would also be a part of the support facet of the center. Through the Close-up Project, students would travel to Juneau and participate in various activities designed to familiarize them with the legislative, executive, and judicial branches of state government as well as with lobbyists and the press. Center staff would coordinate students travel, develop workshops to familiarize them with government, and plan activities to show students firsthand how government

functions. The Future Bowl Project would provide students and teachers with training in problem-solving processes, with problems to work through, and with evaluation of the process used to solve those problems.

The development facet of the Leadership Center would provide for developing and delivering additional leadership opportunities to a broader base of students than is currently possible. The leadership function could provide such services as the development of materials which could be used by all student leadership organizations. These materials would be on topics such as parliamentary procedure, the duties of officers, fiscal management, and developing a program of work. A more elaborate and comprehensive manual for participants in the Close-up Project could be developed. The Future Bowl Project could be expanded to participate in the Global 2000 Project. All of the projects involved in the Leadership Center could benefit from development of telecommunications links to more areas of the State. Other leadership functions could include organizing and conducting a summer leadership development camp and providing information to the public on leadership events. These leadership functions would allow for services not currently being provided in the state.

The Youth Leadership Development Center would be designed to serve those secondary school groups involved in Student Extended Programs during the 1980-81 school year: the Alaska Association of Student Governments, the Distributive Education Clubs of America (DECA), the Future Farmers of America (FFA), the Future Homemakers of America (FHA), Office Education Association (OEA), Vocational Industrial Clubs of America (VICA), and students in the Close-up and Future Bowl projects. It could also serve

such other school based organizations as Pep Club, Key Club, Honor Society, class officers, and other special interest groups.

Alaskan natives will gain more and more control of the state's natural resources. Strong leadership must be developed among the native community to insure that the decisions made regarding the use of these resources are made to benefit the people involved. It is therefore suggested that Native Youth Organizations be included as constituents of the Youth Leadership Development Center.

The center could be expanded to serve such community based youth groups as Junior Achievement, Campfire, Big Brothers and Big Sisters, Scouts, 4-H Clubs, Rainbow, Demolay and teen clubs. In addition, postsecondary school groups such as student government, student caucuses, Phi Beta Lamda, VICA, Home Economics Related Occupations (HERO), FFA and the Student Marketing Association could be involved.

CENTER GOVERNANCE AND STAFFING

There are a variety of options for the legal entity to oversee the proposed Youth Leadership Development Center. Should the legislature allocate funds to an existing state agency, that agency might choose to operate the center under its current administrative structure. That agency might also choose to contract all or part of the scope of work to another, non-state agency. In this case the state agency would still maintain final control over the project.

Certain criteria should be considered in evaluating any options for placement of the center: 1) the agency should have the flexibility to accommodate the center's needs in a timely manner; 2) the agency should have the ability

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to utilize outside resources in order to deliver the best services with the greatest expertise; 3) the agency should have the ability to train people in order to broaden the base of expertise in the field; 4) the agency should have the ability to maintain close fiscal control and accountability in order to meet state requirements while still maintaining the ability to provide timely services to the center; 5) the agency should have credibility with the educational community and community based youth groups, and 6) the agency should have a political and operational climate which would encourage accountability and evaluation as key elements in its programs.

There are many ways in which the Youth Leadership Development Center could be staffed, and the actual staffing pattern would depend upon the final scope of work with which the center is charged. It would be necessary to have certain staff housed at the center to insure that this scope of work is carried out.

The center should have a director who would assume final responsibility and authority over programs operated by the center. This individual would need administrative and leadership development skills as well as a demonstrated commitment to developing and supporting leadership in Alaska's youth.

Other staff would be hired at various percentages of time to develop and produce materials, provide support services to student leadership organizations, operate the Close-up and Future Bowl Projects, provide leadership training and to provide logistical and clerical support for center activities. The special abilities required of center staff would, again, be dependent upon the specific scope of work with which the center is charged.

To meet demands requiring special expertise or overload needs, resource staff would be hired. These would be people from within the state and, when necessary, from outside Alaska who possess specific expertise not available in center staff. These individuals would also be responsible for training others in those skills so that a pool of expertise could be developed within Alaska.

The existing Student Leadership Organizations are currently led by state advisors. While it would be possible to place the state advisors on the center staff, for a variety of reasons, it seems more feasible at the present time to keep the existing state advisor structure in which the state advisors are also full time teachers. The center could hire staff to serve as executive secretaries or secretaries to each of the existing SLO's.

An advisory council would be established to aid center staff in better accommodating the needs of those groups served by the center. This advisory council, in order to be most effective, should consist of representatives of the various groups receiving the center's services.

The center staff should be housed in a location which would provide not only for office space but also for much needed meeting space for the various leadership organizations it serves.

A PLAN FOR PROCEEDING

The concept of a youth leadership development center must meet with the acceptance of a variety of groups and leaders before it stands a chance of being created and, equally important, effectively operated.

The concept needs to be refined and decisions made to fully develop the scope of work for the center. It is essential that the concept have the support of the state administration, including the Governor's office and the Commissioner of Education. The state advisors for the existing student leadership organizations must see the center as an acceptable and workable compromise which they are willing to support. Those actively involved in Project Close-up and the Future Problem Solving Bowl Project must also feel that the center concept could meet their needs.

It is also important to have the support of the Alaska Association of School Boards, the Umbrella School Administrators Association, and the Alaska School Activities Association. The individual community based youth organizations, if they are to be served through the center, need to have an opportunity to participate in formulating the final center concept and design.

In the final analysis, the future of the center concept rests most heavily upon teachers and students currently involved in the Student Extended Programs. The center will exist and effectively function only if the people to be served can find an acceptable common cause and a delivery design that they are willing to promote.

There is a need for leadership to clarify the center design and to aid in the compromise process. Without this central leadership, which must come from an acceptable neutral position, the suspicion of bias will prevent consensus. The outcome of disagreement would undoubtedly be a piecemeal, stop-gap temporary set of solutions based upon political maneuvering rather than upon a long range plan to provide leadership skills and opportunities to Alaska's youth.

PROPOSAL FOR AGRICULTURE EDUCATION SUPPORT

Submitted by:

Eric Henderson, Palmer Vocational Agriculture Instructor/
State F.F.A. Advisor

Steve Talovich, Delta-Junction Vocational Agriculture
Instructor

Mike Carlson, Delta-Junction Vocational Agriculture
Instructor

Philosophy

The State of Alaska has taken some positive steps to establish an agriculture industry in recent years. There is little argument about the potential of Alaska agriculture resources. With such projects as the Delta and Pt. MacKenzie programs being implemented, Alaska could become a viable agriculture state.

In consideration of the agricultural potential of Alaska and its natural resources the need for training individuals in various agriculture skills is mandatory if Alaska is to provide its own labor force to operate its agriculture enterprises. With the development of vocational agriculture programs, our secondary schools could be the primary training institutions for Alaska's young agriculturalists. On a national level the vocational agriculture program and Future Farmers of America have traditionally been the front-runners in technical training of students in agriculture for the last 50 years.

In order for Alaskan agriculture to achieve its full potential the establishment of vocational agriculture programs is mandatory and has to be done in conjunction with state-wide agriculture development. If this is not done it is conceivable that after major development of agriculture has taken place we may find that more jobs for outsiders are created because Alaska does not have the training facilities to provide the expertise needed in our modern agriculture industry.

Need

Vocational agriculture programs operate on a 12-month basis. The program, unlike other vocational programs, teaches agriculture skills during the 9-month school year, after which students practice during the summer what they have been taught.

Like any agriculture enterprise the initial cost for equipment for training is quite substantial and at the present few school districts can afford the amount of funding needed to provide for the necessary equipment in an agricultural enterprise.

Through the State of Alaska agriculture development funding should be made available in the form of a grant through the Division of Agriculture to provide school districts' vocational agriculture programs with the needed equipment for training agriculture students.

Solution

Agriculture Education Act

An act providing grant funds to secondary school agriculture education programs for the purchase, lease or rent of equipment to train students in agricultural skills.

Requirements of the Act

1. Since the Division of Agriculture has the expertise in agriculture development, it should be a logical choice for administration of the grant.
2. Grant application will have to include a letter of intent from the local school board and local agriculture advisory board.
3. Each school district must have an on-going vocational agriculture program that is on a 12-month basis.
4. The grant application process will be developed by the Director of the Division of Agriculture to facilitate disbursement of the funds in a timely fashion.
5. Total grant shall be 3500,000 of the state's agriculture education programs.
6. Maximum amount of money a school district can apply for is \$100,000 in any one year.
7. The type and use of the equipment shall be decided by the vocational agriculture instructor and the Division of Agriculture.
8. Each school district applying for the equipment must have a land laboratory available on a lease, purchase or rental basis.



Future Farmers of America is the national organization of students preparing for careers in production agriculture and other agribusiness occupations.

ALASKA ASSOCIATION FFA
Box AB / c/o P.H.S.
Palmer, Alaska 99645

February 3, 1981

ALASKA STATE F.F.A. ADVISOR'S INTENT PAPER
ON THE STUDENT LEADERSHIP CENTER

Submitted by: Eric Henderson,
Alaska State Future Farmers
of America Advisor

Philosophy

In general, the principle behind the "Concept Paper" on a Student Leadership Development Center is a good one. (See attached paper.) It addresses the very important need for leadership development within the student leadership programs; however, in practical application the concept paper does not address the real needs and principles that have been representative of the Future Farmers of America. The concept paper tends to dilute and duplicate many F.F.A. activities.

The following recommendations should be incorporated into the concept paper in order for it to be of more value and relevance to the needs of Alaska agriculture education and the Future Farmers of America. In the event that the concept paper becomes the basis for legislation it is the desire of the State F.F.A. Association that the following recommendations be considered as legislative intent.

Recommendations

1. The number one priority of the Student Leadership Center is the maintenance and recognition of each vocational student organization.
2. The Future Farmers of America has a very different and unique approach to student leadership in that F.F.A. offers many more types of programs than any other student leadership organization. These programs and philosophies should be recognized by the Student Leadership Center. The programs are outlined below.

a. The F.F.A. organization operates on a 12-month basis.

- b. Many of the chapter activities are during the summer months when school is not in session.
 - c. Vocational agriculture instructors are traditionally employed on a 12-month contract versus the 9-month contracts of other vocational instructors.
 - d. The F.F.A. organization works very closely with universities and other state and federal agencies and organizations.
 - e. The F.F.A. has a very extensive and strong support basis from private industry as attested to by the over one million dollar annual budget for the national F.F.A. foundation.
 - f. The Supervised Occupational Experience Program and the vocational agriculture class are the foundation of the Future Farmers of America.
 - g. The main emphasis of the Future Farmers of America is on career and job skills.
 - h. A major part of the F.F.A. program is the participation in state and national activities which includes but is not restricted to judging contests and national leadership conferences.
 - i. The Future Farmers of America is for individuals between the ages of 14 and 21.
 - j. Traditionally, on a national level, F.F.A. state officers have graduated from high school.
 - k. The F.F.A. has several organizations that enhance and promote its philosophies and concepts. These are the National Foundation, Young Farmer, Collegiate F.F.A., F.F.A. Alumni and the National Vocational Agriculture Teachers Association.
3. In light of the activities and philosophies presented in No. 2, it is unrealistic to expect classroom agriculture instructors to coordinate state F.F.A. activities. Therefore, the Student Leadership Center should employ a full-time agriculture education coordinator-state F.F.A. advisor.
4. The agriculture education coordinator-state F.F.A. advisor should have the capacity of executive secretary for secondary vocational agriculture activities which would include the coordination of state F.F.A. activities as well as other programs and activities related to state-wide vocational agriculture education programs.

5. Provisions and funding should be made available for state judging teams and national award recipients to compete on a national level of competition.
6. Provisions and funding should be made for travel of state officers and advisor to national conventions and leadership conferences sponsored by the National Future Farmers of America.
7. Funding should be provided for state officers and advisor to travel within the state for the development of vocational agriculture programs.
8. The state F.F.A. advisor's office should be located in a state agricultural center such as Palmer or Fairbanks.

Summary

In conclusion, the main need and top priority for vocational agriculture and Future Farmers of America is a full-time state agriculture education coordinator-Future Farmers of America advisor and sufficient funding for the F.F.A. activities on both a state and national level.

SENATE BILL NO.

IN THE LEGISLATURE OF THE STATE OF ALASKA

TWELFTH LEGISLATURE - FIRST SESSION

A BILL

For an Act entitled: "An Act establishing the agricultural education fund; and providing for an effective date."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

* Section 1. AS 03.05.010 is amended by adding a new subsection to read:

(g) The commissioner shall administer the agricultural education fund established under AS 14.30.520 - 14.30.540.

* Sec. 2. AS 14.30 is amended by adding new sections to read:

ARTICLE 6. AGRICULTURAL EDUCATION FUND.

Sec. 14.30.520. AGRICULTURAL EDUCATION FUND. (a) The agricultural education fund is established in the Department of Natural Resources. (b) The fund shall be used to make grants to assist qualified school boards to purchase, lease, or rent equipment to train students in agricultural skills. ~~It may also be used to~~ *programs directly related to the operation of secondary school agricultural ed.*

Sec. 14.30.530. GRANTS FROM FUND. (a) The director shall establish by regulation a process to facilitate applications for grants under this section.

(b) To qualify for a grant from the fund, a school board shall

- (1) conduct a secondary school agricultural education program 12 months a year;
(2) provide land for its agricultural education program;
(3) apply to the director, describing the agricultural education program and the proposed use of the grant.

(c) A school board may not receive more than \$100,000 from the fund in one fiscal year.

1 Sec. 14.30.540. DEFINITIONS. In AS 14.30.520 - 14.30.540

2 (1) "agricultural education" means training in agricultural
3 methods and skills;

4 (2) "director" means the director of the division of agri-
5 culture, Department of Natural Resources;

6 (3) "Fund" means the agricultural education fund established
7 in AS 14.30.520;

8 (4) "school board" means the school board of a borough or
9 city school district or a regional educational attendance area.

10 * Sec. 3. This Act takes effect July 1, 1981.
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Alaska Labor Market Information for

Affirmative Action Programs 1981



Jay S. Hammond, Governor

**LABOR MARKET INFORMATION
FOR 1981
AFFIRMATIVE ACTION PROGRAMS**

STATE OF ALASKA

**Jay S. Hammond, Governor
State of Alaska**

**Edmund N. Orbeck, Commissioner
Department of Labor**

**Jim Souby, Director
Administrative Services**

**John E. Post, Chief
Research and Analysis**

July 1980

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LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

State of Alaska.

Statistical Data and Their Significance

These tables are designed to provide labor market information for the State of Alaska to assist employers in evaluating the utilization of women and minorities in their work forces, and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Status – 1970.

This table shows that the minority group designated collectively as "Alaska Native", consisting of Eskimos, American Indians, and Aleuts, constitute the dominant minority in Alaska. At the time of the Census, uniformed military constituted slightly more than ten percent (31,439) of the total population. Of this number, 2,635 were Black, 1,141 were Spanish-speaking, and 585 were races other than black or white.

Table 2: Employment Status by Sex and Minority Status – 1979.

The percentage distribution shows that for both men and women, the Alaska Natives experience unemployment at about double the rate for the population as a whole. While women, as a group, enjoy a lower unemployment rate than the total population, it is likely that many women are underemployed.

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

The percentage distribution is related to the 1970 Census count and the 1979 estimate of all employed persons. Until the next census, occupational distribution changes are unavailable. The data reveal that minority groups are underrepresented in white-collar and skilled craftsmen categories, and overrepresented in non-durable manufacturing operative and service jobs. More than seventy-five percent of white women are employed in professional, technical, managerial, sales, and clerical occupations while less than fifty percent of minority women are so employed.

Table 4: Last Occupation of the Experienced Unemployed by Sex and Minority Status.

The data shown are taken from the 1970 Census of Population. Occupational characteristics of current job applicants who have applied for work at Job Service Centers of the Alaska State Department of Labor are shown in Table 5. The job applicant data in Table 5 cannot be directly compared with the Census data in Table 4.

Table 5: Occupation of Job Applicants at Job Service Centers by Sex and Minority Status for the Month of March, 1980.

This is a listing of all the occupations of the applicants at Job Service Centers as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all labor market resources, which include the employed, the unemployed, and persons of working age not in the labor force. It is estimated that on a nationwide basis, as many as 60 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's own employees – its internal labor market – can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of minorities and women in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classifications. Women's entrance and reentrance into the labor market in response to the availability, at meaningful pay scales, of all kinds of jobs – nontraditional as well as traditional – can be dramatic, as the experience during World War II so conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Job Service Office provides a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest labor supply in the state, but the Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

State of Alaska

Table 1. Population by Sex and Minority Status

1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	300382	137124	100.0	100.0	51.4	45.3
2. White.....	236767	106917	78.8	78.0	54.3	48.0
3. Black.....	8911	3603	3.0	2.6	36.4	55.3
4. American Indian....	16276	8009	5.4	5.8	NA	NA
5. Eskimo.....	27797	13677	9.2	10.0	NA	NA
6. Aleut.....	6581	3150	2.2	2.3	NA	NA
7. Oriental.....	2642	1127	0.9	0.8	NA	NA
8. Other Races.....	1408	641	0.5	0.5	39.0 <u>1/</u>	31.0 <u>1/</u>
9. Spanish-speaking...	6279	2830	2.1	2.1	44.2	48.2
10. Minority Group*....	69894	33037	23.3	24.1	39.1	35.4

1/ Includes American Indians, Eskimo, and Aleut

Notes: NA = Not Available

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white races as well as white.

Source: Census of Population, 1970

State of Alaska
Table 2. Employment by Sex and Minority Group Status
1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	180000	164000	16000	100.0	100.0	100.0	8.9
1. White.....	155520	143632	11888	86.4	87.9	74.3	7.6
2. Black.....	3960	3608	352	2.2	2.2	2.2	8.9
3. Other Races.....	20520	16760	3760	11.4	9.9	23.5	18.3
4. Spanish-Speaking.....	3060	2852	208	1.7	1.7	1.3	6.8
5. Minority Group*.....	27540	23220	4320	15.3	13.8	27.0	15.7
Women							
Total.....	69480	64392	5088	100.0	100.0	100.0	7.3
% Both Sexes.....	38.6	39.5	31.8				
1. White.....	59405	55584	3821	85.5	86.5	75.1	6.4
2. Black.....	2085	1901	184	3.0	3.0	3.6	8.8
3. Other Races.....	7990	6907	1083	11.5	10.5	21.3	13.6
4. Spanish-Speaking.....	1389	1293	96	2.0	2.0	1.9	6.9
5. Minority Group*.....	11464	10101	1363	16.5	15.5	26.8	11.9

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

State of Alaska

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*
All Occupations - Number 1979	164000	143775	3600	16625	2851	23076	64548	55686	1943	6919	1327	10189
Number 1970	89236	78231	1959	9046	1551	12556	35122	30360	1057	3765	722	5544
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related...	19.5	20.8	14.9	9.0	16.2	10.8	19.9	21.4	16.8	8.8	15.6	11.2
Engineers.....	1.6	1.8	0.2	0.3	1.3	0.4	NA	NA	NA	NA	NA	NA
Medical & health workers...	2.0	2.1	3.0	0.9	3.1	1.5	3.6	3.8	4.2	1.8	5.8	2.8
Teachers, elem. & sec. sch.	4.9	5.3	4.7	2.1	3.3	2.6	8.5	9.2	8.2	3.1	5.4	4.4
Other professionals.....	11.0	11.7	7.0	5.7	8.4	6.3	7.7	8.4	4.3	3.9	4.4	4.1
Managers & administrators, nonfarm.....	11.5	12.3	3.1	6.7	7.1	6.2	5.8	6.0	2.7	5.2	7.7	4.7
Sales.....	5.5	5.9	3.6	2.8	6.6	3.4	7.4	7.8	4.8	4.1	8.2	5.0
Retail store.....	3.6	3.8	2.5	2.5	3.8	2.7	5.9	6.3	3.5	3.9	5.0	4.0
Other sales workers.....	1.9	2.0	1.1	0.3	2.7	0.7	1.4	1.6	1.3	0.5	3.2	1.0
Clerical.....	18.7	19.1	19.4	5.0	21.6	16.5	38.4	40.2	28.3	26.2	36.8	20.0
Sec., stenogr., & typists....	5.6	5.8	5.4	3.9	7.6	4.6	13.9	14.6	10.0	9.1	16.3	10.2
Other clerical workers.....	13.1	13.3	14.0	11.0	14.0	11.9	24.4	25.6	18.2	17.1	20.4	17.8
Craftsmen, foremen & related..	5.7	5.5	12.0	11.4	14.0	11.8	1.2	1.3	0.0	0.9	0.0	0.6
Construction craftsmen...	4.7	6.7	4.1	4.2	2.9	4.1	NA	NA	NA	NA	NA	NA
Mechanics & repairmen.....	4.1	4.3	2.5	2.6	5.5	3.0	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen.....	0.5	0.5	0.0	0.3	0.3	0.3	NA	NA	NA	NA	NA	NA
Other craftsmen.....	5.8	6.0	5.5	4.2	5.1	4.5	NA	NA	NA	NA	NA	NA
Operatives except transport..	6.1	5.5	7.9	11.6	4.0	10.1	4.2	3.2	8.5	13.3	2.6	9.7
Durable goods mfg.....	0.4	0.4	0.0	0.6	0.0	0.4	0.1	0.1	0.0	0.0	0.0	0.0
Non-durable mfg.....	1.5	1.1	2.4	4.9	1.3	4.2	1.5	1.0	3.1	5.2	2.5	4.5
Nonmanufacturing.....	4.2	4.0	5.5	6.1	1.7	5.5	2.6	2.0	5.6	6.1	0.0	5.2
Transport equip. operatives..	3.1	3.1	1.5	3.0	2.8	2.8	0.7	0.7	0.0	0.4	1.1	0.4
Laborers, nonfarm.....	5.6	5.1	5.6	10.6	3.7	8.9	1.1	1.0	0.4	2.1	0.0	1.5
Service occ. priv. households.	13.3	11.4	26.1	28.1	21.2	25.8	18.2	15.9	32.1	32.4	25.1	31.5
Cleaning & food service....	7.8	6.6	17.2	15.9	11.7	15.6	10.8	9.6	19.5	17.6	12.6	17.3
Protective service.....	1.4	1.4	1.6	1.6	1.3	1.5	0.2	0.2	0.0	0.4	0.0	0.3
Personal, health & other services.....	4.0	3.3	9.1	8.7	8.2	8.7	7.2	6.0	12.7	14.5	12.5	13.8
Private household workers....	1.1	0.9	3.1	2.9	2.7	2.9	2.8	2.2	5.8	7.1	5.8	6.6
Farm workers.....	0.4	0.3	0.9	0.7	0.0	0.7	0.3	0.2	0.5	1.0	0.0	0.8

Notes: NA = Not Available

* Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white as well as white.

Source: Census of Population, 1970 and Research and Analysis Section, Alaska Department of Labor

The percentages in this table for Total, White, Black, Other Races, and Spanish-Speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution). For further horizontal detail see Table 1a.

State of Alaska

Table Ja. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish- Speaking	Total	White	Black	Other Races	Spanish- Speaking
Total, All Occupations, Number.....	100.0	87.7	2.2	10.1	1.7	39.4	34.0	1.2	4.2	0.8
Professional, Technical and Related.....	100.0	93.6	1.7	4.7	1.5	40.2	37.3	1.0	1.9	0.7
Engineers ^{**}	30.0	98.0	0.3	1.7	1.5	**	**	**	**	**
Medical and Health Workers.....	100.0	92.1	3.3	4.6	2.7	71.2	64.9	2.5	3.7	2.3
Teachers, Elementary + Secondary Schools.....	100.0	93.6	2.1	4.3	1.2	67.9	63.2	2.0	2.7	0.9
Other Professional Workers.....	100.0	93.3	1.4	5.3	1.3	27.9	25.9	0.5	1.5	0.3
Nonfarm Managers and Administrators.....	100.0	93.5	0.6	5.9	1.1	19.9	17.8	0.3	1.9	0.3
Sales Workers.....	100.0	93.4	1.4	5.2	2.1	52.7	48.3	1.0	3.4	1.2
Retail Stores.....	100.0	91.5	1.5	7.0	1.8	64.2	58.5	1.1	4.5	1.1
Other Sales Workers.....	100.0	97.0	1.3	1.7	2.6	30.5	28.5	0.8	1.1	1.4
Clerical Workers.....	100.0	89.6	2.3	8.1	2.0	80.6	72.9	1.8	5.9	1.6
Secretaries, Stenographers and Typists.....	100.0	90.8	2.1	7.1	2.4	77.4	68.4	2.1	6.8	2.4
Other Clerical Workers.....	100.0	89.1	2.3	8.6	1.9	73.5	66.3	1.6	5.5	1.3
Craftsmen, Foremen and Related.....	100.0	90.5	1.8	7.7	1.6	3.2	2.9	0.0	0.3	0.0
Construction Craftsmen ^{**}	100.0	89.0	1.9	9.1	1.1	**	**	**	**	**
Mechanics and Repairmen ^{**}	100.0	92.1	1.3	6.6	2.3	**	**	**	**	**
Machinist and Other Metal Craftsmen ^{**}	100.0	93.4	0.0	6.6	1.9	**	**	**	**	**
Other Craftsmen ^{**}	100.0	90.6	2.0	7.4	1.5	**	**	**	**	**
Operatives, Except Transport.....	100.0	78.1	2.8	19.1	1.1	27.9	17.5	1.6	7.8	0.3
Durable Goods Manufacturing.....	100.0	84.5	0.0	15.5	0.0	8.3	8.3	0.0	0.0	0.0
Nondurable Goods Manufacturing.....	100.0	64.5	3.4	32.1	2.6	39.8	23.0	2.4	14.4	1.4
Nonmanufacturing.....	100.0	82.5	2.8	14.7	0.7	23.8	16.3	1.5	6.1	0.0
Transport Equipment Operatives.....	100.0	88.7	1.1	10.2	1.6	8.9	8.4	0.0	0.5	0.3
Nonfarm Laborers.....	100.0	78.8	2.2	19.0	1.1	7.6	5.9	0.1	1.6	0.0
Service Workers exc. Private Household.....	100.0	73.5	4.6	19.9	2.8	33.8	40.7	2.9	10.3	1.3
Cleaning and Food Service Workers.....	100.0	74.7	4.8	20.5	2.6	54.2	41.8	2.9	9.5	1.3
Protective Service Workers.....	100.0	86.4	2.3	11.1	1.6	6.3	5.3	0.0	1.2	0.0
Personal, Health + Other Svc. Workers.....	100.0	74.1	4.3	21.6	3.7	76.0	55.8	3.4	16.8	3.0
Private Household Workers.....	100.0	68.0	6.0	26.0	4.1	97.6	65.6	6.0	26.0	4.1
Farm Workers ^{1/}	100.0	74.6	5.4	20.0	0.0	38.7	15.8	1.3	11.3	0.0

** Not Available for Women.

^{1/} Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table J would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

State of Alaska

Table 4. Last Occupation of the Experienced Unemployed by Sex and Minority Status

Major Occupational Group	Both Sexes						Female								
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group ^a	Total	Total	Total Females as a Percent of total both sexes	White	Black	Other Races	Spanish-Speaking	Minority Group ^a	
						Percent of all Races								Percent of Both Sexes	
Total.....	8639	6433	167	2039	116	2322	26.9	2643	30.6	2004	88	551	49	688	8.0
Percent of Total.....	100.0	100.0	100.0	100.0	100.0	100.0	--	100.0	--	100.0	100.0	100.0	100.0	100.0	--
Prof., technical, & related.....	10.1	11.2	15.0	6.0	19.0	7.3	19.4	11.9	13.4	21.6	4.9	32.8	9.0	19.7	7.1
Sales.....	2.8	3.7	0.0	0.3	0.0	0.2	2.5	7.1	76.6	9.0	0.0	1.1	0.0	0.9	2.5
Clerical.....	9.4	10.2	13.2	6.8	17.0	7.8	22.2	25.3	82.1	27.7	19.3	17.8	40.8	19.6	16.5
Craftsmen, foremen & related.....	24.0	27.7	29.3	12.1	26.7	14.0	15.7	2.3	3.2	3.3	0.0	0.2	0.0	0.1	--
Operatives.....	17.5	16.5	6.6	21.9	6.0	20.0	30.6	16.0	28.0	10.9	12.5	35.2	16.5	30.8	14.0
Nonfarm laborers.....	15.7	12.5	9.6	26.6	20.7	25.1	42.8	2.8	5.0	1.9	10.2	3.8	0.0	4.4	2.2
Service, exc. priv. households.....	17.6	15.8	20.3	23.1	10.3	22.3	33.9	27.8	48.2	28.2	25.0	26.9	12.2	25.6	11.5
Service, private households.....	1.2	0.8	6.0	2.3	0.9	2.7	55.9	4.2	100.0	2.4	11.4	9.4	0.0	9.0	33.9
Farm workers.....	0.6	0.7	0.0	3	0.0	0.2	12.0	0.3	18.0	0.4	0.0	0.0	0.0	0.0	0.0
Last worked 1959 or earlier ^{1/}	0.8	1.0	0.0	0.4	0.0	0.4	12.5	2.1	79.2	2.6	0.0	0.7	0.0	0.6	5.6

^aSum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white races as well as white.

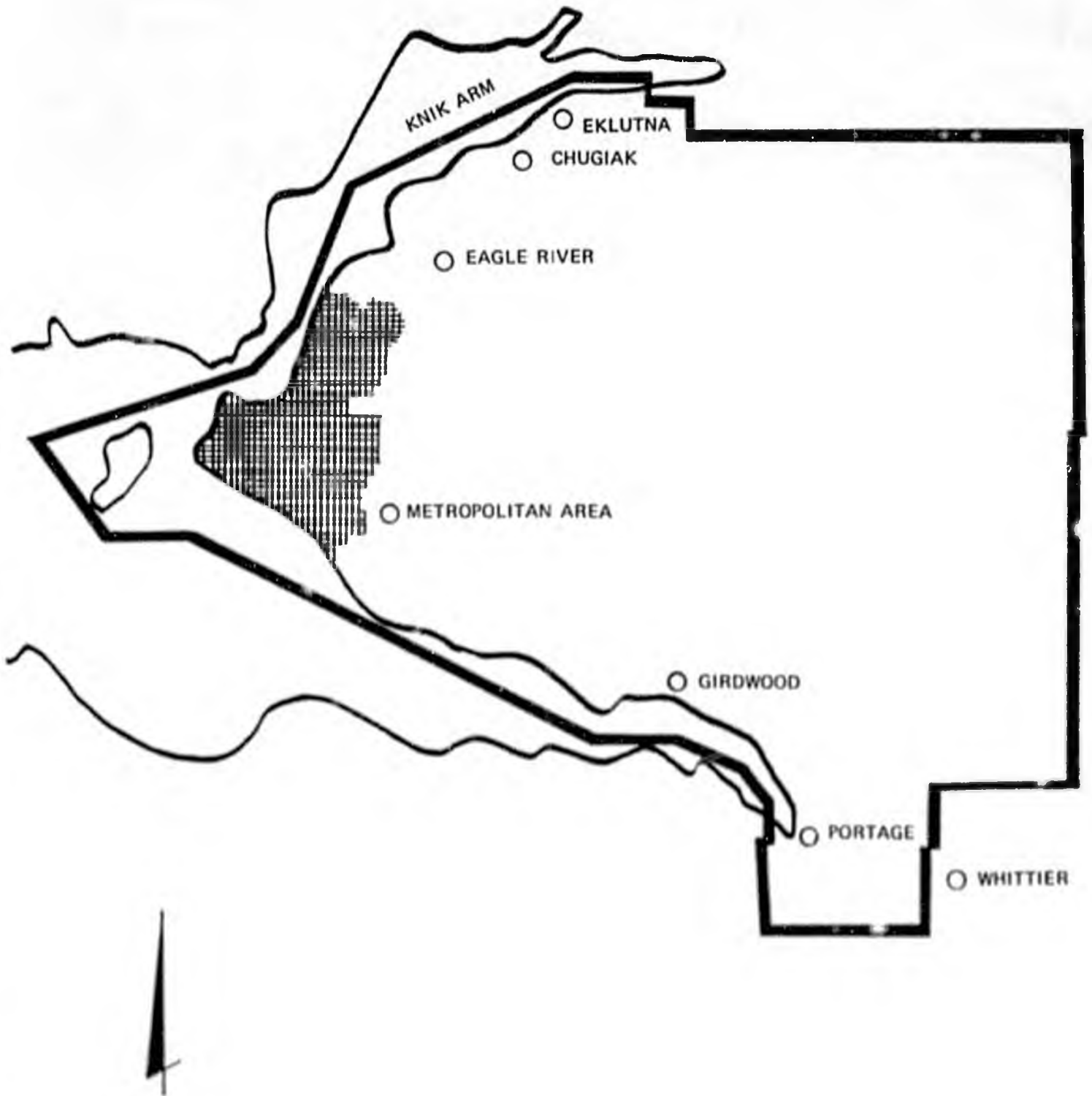
Sum of detail may not add to totals because of rounding.

^{1/} Occupation not available

Source: Census of Population, 1970

ANCHORAGE

STANDARD METROPOLITAN STATISTICAL AREA



LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

The Anchorage Standard Metropolitan Statistical Area (SMSA) consists of the same geographic area as the Municipality of Anchorage (see attached sketch).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Anchorage SMSA to assist employers in evaluating the utilization of women and minorities in their work forces, and in establishing goals to improve such utilization.

The primary source of this data is the 1970 census. The civilian labor force is the annual average for 1979, however, the racial distribution is based on that described by the 1970 census. No attempt was made to update the minority status of the population due to the effects of in-migration. It is felt that the rate of change in the racial mix is no longer similar to that present between 1960 and 1970, and that the vertical distribution present in 1970 is as valid a basis for estimating the racial mix now as any other method.

Table 1: Population by Sex and Minority Status

This table shows the Anchorage SMSA population at the time of the 1970 census. The percentage distribution shows that in this area Blacks are the dominant minority.

Table 2: Employment Status by Sex and Minority Status

This table contains work force, employment and unemployment data for 1979 the latest available year. The percent distributions reveal relatively greater employment problems for minorities and women, particularly in the "Other Races" category. For example, 4.7 percent of the women in the labor force are in the "Other Races" category, but 8.2 percent of the unemployed women are "Other Races".

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979

This table shows the percent distribution of employed persons by sex and minority status for census major occupational groups and selected intermediate occupations. These percentages may be related to the 1979 estimates of employed persons. Some changes in occupational distribution may have occurred since 1970, but the changes in percentage distribution are unavailable until the next census. The data reveal typical over-representation of minorities in service occupations. Half the white women are in clerical or sales jobs, and over 40 percent of the "Minority Group" women hold service jobs, including private household.

Table 4: Last Occupation of the Experienced Unemployed, by Sex and Minority Status 1970

This table shows the percent distribution of unemployed persons by sex and minority status. It presents data from the 1970 census and gives mainly vertical distribution, dividing each race into its percentage distribution among the various occupational groups. For example, 14.9 percent of the unemployed "Blacks" were in the clerical occupation group, while 28.9 percent of the black females were in the same group. The horizontal distribution provided is for percent of both sexes for percent of the "Minority Group." For example, 13.2 percent of the unemployed

clericals were in the "Minority Group" while 13.3 percent of the unemployed clerical women were in the "Minority Group", and the women constituted 91.1 percent of the unemployed "Minority Group". All females comprised 91 percent of the unemployed clerical workers.

Tables 3 and 4 provide information on the currently utilized skills of the local labor force, but do not reveal the potential or the career expectations of these workers. The data reflect the occupations in which women and minorities have been and still are predominantly employed.

Table 5: Occupation of Job Applicants at the Anchorage Job Service Center by Sex and Minority Status for the Month of March, 1980

This is a listing of all the occupations of the applicants at the Anchorage Job Service Center as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all resources, which include the employed, the unemployed, the underemployed, and persons of working age not in the labor force.

In considering the employed as a resource, a company's own employees can be an important internal force. For many employers their own personnel can contribute most importantly to correcting underutilization of minorities and women in specific job categories when assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

In considering the unemployed as a resource, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills who learn as they work with or without formal on-the-job training.

In considering those not in the labor force, women in particular offer considerable potential for improved utilization in many job classification. Women's entrance and re-entrance into the labor market in response to the availability at meaningful pay scales of all kinds of jobs can be dramatic.

Services Available to Employers

Anchorage Job Service office is able to assist employers with non-discriminatory recruitment. An employer attempting to implement an affirmative action program may request that Job Service include among its referrals minorities and women. With the computerized applicant listing, which is a part of the Job Applicant Retrieval System, the employer has immediate statewide access to all of the applicants on file by occupation.

If no qualified applicants are available locally, Job Service will (at the employer's request) extend the opening to areas outside Anchorage or even statewide.

Another option employers have when using Job Service is that of employee training. Should the opening require specialized on-the-job training, it is possible that an Employer Service Representative (ESR) could arrange a training contract. Since the training is publicly sponsored, the employer gains a trained employee at reduced cost while the economy gains a contributing

member. The FSR's act as a liaison between the employer and the placement interviewer assisting the employer with difficult or specialized recruitment and tailoring training programs to the employer's needs.

Job Service, therefore, offers the employer much more than just qualified referrals. It is a full-service agency offering employer assistance with all aspects of staffing and additional labor market information for planning purposes, and in the process put employers in touch with the largest labor supply in the state.

Employers needing part-time employees or additional staff for temporary or permanent full time assignments may find assistance from the Youth Employment Service (YES) office located at 2636 Spenard Road. YES is a non-profit statewide program designed to promote meaningful job opportunities for youth between the ages of 14 to 25 years. The Anchorage office remains open year around, and coordinates activities through various agencies in order that a maximum number of youth may be assisted in finding employment. YES personnel act as a resource of labor market information for the youth, the employer, and institutions concerned with the training and education of youth.

Anchorage

Table 1. Standard Metropolitan Statistical Area Civilian Population by Sex and Minority Status

1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate ^{1/}	
	Total	Female	Total	Female	Total	Female
1. Total.....	124,542	59,421	100.0	100.0	55.7	49.5
2. White.....	112,965	53,734	90.7	90.4	56.5	49.7
3. Black.....	5,147	2,302	4.1	3.9	42.8	55.9
4. American Indian....	1,775	922	1.4	1.6	NA	NA
5. Eskimo.....	2,282	1,281	1.8	2.2	NA	NA
6. Aleut.....	738	403	0.6	0.7	NA	NA
7. Oriental.....	1,032	487	0.8	0.8	NA	NA
8. Other Races.....	603	292	0.5	0.5	50.9 ^{2/}	42.6 ^{2/}
9. Spanish-Speaking...	3,439	1,630	2.8	2.7	48.3	49.4
10. Minority Group*....	15,016	7,317	12.1	12.3	47.3	55.1

NOTES: ^{1/} Percent of civilian population 16 years and older who are in the Civilian work force.

^{2/} Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Anchorage
Table 2. Employment by Sex and Minority Group Status
1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	81120	75424	5696	100.0	100.0	100.0	7.0
1. White.....	75362	70206	5156	92.9	93.1	90.5	6.8
2. Black.....	2514	2372	142	3.1	3.1	2.5	5.6
3. Other Races.....	3244	2846	398	4.0	3.8	7.0	12.3
4. Spanish-Speaking.....	1705	1579	126	2.1	2.1	2.2	7.4
5. Minority Group*.....	7463	6797	666	9.2	9.0	11.7	8.9
Women							
Total.....	34638	31922	2716	100.0	100.0	100.0	7.8
% Both Sexes.....	42.7	42.2	47.7				
1. White.....	31626	29240	2386	91.3	91.6	87.8	7.5
2. Black.....	1385	1277	108	4.0	4.0	4.0	7.8
3. Other Races.....	1627	1405	222	4.7	4.4	8.2	13.6
4. Spanish-Speaking.....	936	878	58	2.7	2.8	2.1	6.2
5. Minority Group*.....	3948	3560	388	11.4	11.2	14.3	9.8

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

Anchorage
Standard Metropolitan Statistical Area
Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.
(Percent Distribution)

	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*
All Occupations - Number 1979	75,424	70,249	2,342	2,833	1,579	6,754	31,847	29,175	1,273	1,359	891	3,553
Number 1970	40,650	37,861	1,262	1,527	851	3,640	17,164	15,724	686	754	475	1,915
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related...	19.6	20.0	15.1	12.6	11.5	13.0	18.9	19.4	17.3	8.5	11.6	12.4
Engineers.....	1.9	2.1	0.3	0.1	0.7	0.3	NA 2/	NA	NA	NA	NA	NA
Medical & health workers...	2.4	2.3	4.0	2.4	2.9	3.2	4.4	4.2	6.0	5.2	5.3	5.5
Teachers, elem. & sec. sch.	3.9	4.1	3.3	0.9	2.1	2.0	6.9	7.3	6.1	0.7	3.8	3.4
Other professionals.....	11.3	11.5	7.5	8.3	5.8	7.4	7.6	7.9	5.2	2.6	2.5	3.6
Managers & administrators, Nonfarm.....	12.0	12.6	1.3	4.8	8.7	4.7	5.6	5.8	2.8	2.8	5.7	3.5
Sales.....	7.0	7.3	4.2	2.5	7.8	4.3	7.8	8.1	5.4	3.7	6.5	5.0
Retail stores.....	4.0	4.2	2.9	1.8	4.7	2.8	5.8	6.1	3.9	3.0	5.3	3.9
Other sales workers.....	3.0	3.1	1.3	0.7	3.1	1.5	2.0	2.1	1.5	0.7	1.3	1.1
Clerical.....	21.4	21.4	18.9	22.9	21.0	21.1	41.6	42.6	28.7	34.2	33.5	32.1
Sec., stenogr., & typists...	6.7	6.6	5.2	9.0	6.1	7.1	15.4	15.6	9.5	17.4	11.2	13.0
Other clerical workers.....	14.7	14.8	13.7	13.9	14.6	14.0	26.3	27.0	19.2	16.8	22.3	19.1
Craftsmen, fwyman & related..	15.1	15.4	11.1	10.5	16.3	12.1	1.3	1.4	0.0	3.1	0.0	0.4
Construction craftsmen.....	4.6	4.7	4.4	3.0	3.8	3.7	NA	NA	NA	NA	NA	NA
Mechanics & repairmen.....	4.4	4.5	2.2	3.2	5.8	3.5	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen.....	0.4	0.4	0.0	0.3	0.0	0.1	NA	NA	NA	NA	NA	NA
Other craftsmen.....	5.7	5.8	4.4	4.0	6.8	4.8	NA	NA	NA	NA	NA	NA
Operatives except transport..	4.5	4.1	7.2	12.0	4.7	8.6	3.4	2.8	8.2	13.3	4.0	9.1
Durable goods mfg.....	0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Non-durable mfg.....	0.4	0.3	1.4	2.0	1.1	2.1	0.7	0.5	1.7	4.1	4.0	3.2
Nonmanufacturing.....	3.9	3.6	5.8	10.0	1.6	6.6	2.7	2.2	6.4	9.2	0.0	5.9
Transport equip. operatives..	3.0	3.1	3.7	2.0	3.2	2.0	0.0	0.0	0.0	0.0	1.7	0.4
Laborers, nonfarm.....	3.8	3.7	7.1	5.4	3.8	5.4	1.1	1.1	0.6	2.3	0.0	1.1
Service exc. priv. households	12.3	11.2	28.6	6	20.6	25.0	17.1	16.1	29.4	27.4	29.2	28.6
Cleaning & food service....	7.0	6.3	18.7	3	13.7	15.5	9.7	9.1	16.9	15.6	17.1	16.4
Protective service.....	1.7	1.7	1.7	0.3	0.0	0.7	0.2	0.2	0.0	0.0	0.0	0.0
Personal, health & other services.....	4.1	3.7	10.1	0.8	6.8	8.8	7.2	6.8	12.5	11.8	12.2	12.2
Private household workers....	1.1	0.9	4.1	3.3	4.3	3.8	2.5	2.0	7.6	6.8	7.8	7.3
Farm workers.....	0.2	0.2	0.0	0.0	0.0	0.0	0.2	0.2	0.0	0.0	0.0	0.0

Notes: NA = Not Available

* Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white as well as white.

Source: Census of Population, 1970 and Research and Analysis Section, Alaska Department of Labor.

The percentages in this table for Total, White, Black, Other Races, and Spanish Speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution). For further horizontal detail see Table 1a.

Anchorage

Table 3a. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish- Speaking	Total	White	Black	Other Races	Spanish- Speaking
Total, All Occupations, Number.....	100.0	93.1	3.1	3.7	2.1	42.2	38.7	1.7	1.9	1.2
Professional, Technical and Related.....	100.0	95.3	2.4	2.3	1.1	40.7	38.4	1.5	0.8	0.7
Engineers**.....	100.0	99.5	0.5	0.0	0.7	**				
Medical and Health Workers.....	100.0	89.2	5.1	4.4	2.6	77.4	69.0	4.3	4.1	2.6
Teachers, Elementary + Secondary Schools.....	100.0	98.6	2.6	0.8	1.1	74.7	68.4	3.3	3.0	2.3
Other Professional Workers.....	100.0	94.8	2.1	2.8	1.1	28.4	27.1	0.8	0.5	0.3
Nonfarm Managers and Administrators.....	100.0	98.0	0.5	1.5	1.5	19.7	18.9	0.4	0.4	0.6
Sales Workers.....	100.0	96.8	1.8	1.3	2.3	47.0	44.8	1.3	1.0	1.1
Retail Stores.....	100.0	96.1	2.2	1.6	2.4	61.3	58.2	1.7	1.4	1.5
Other Sales Workers.....	100.0	96.2	1.3	0.9	2.1	28.1	26.9	0.8	0.4	0.5
Clerical Workers.....	100.0	93.2	2.7	4.0	2.1	82.1	76.8	2.2	3.0	1.8
Secretaries, Stenographers and Typists.....	100.0	92.5	2.4	3.0	1.9	97.0	89.8	2.4	4.8	1.9
Other Clerical Workers.....	100.0	93.8	2.9	3.5	2.1	75.5	71.0	2.2	2.1	1.8
Craftsmen, Foremen and Related.....	100.0	95.1	2.3	2.6	2.3	3.8	3.5	0.0	0.1	0.0
Construction Craftsmen**.....	100.0	63.0	3.0	2.5	1.7	**				
Mechanics and Repairmen**.....	100.0	65.2	1.6	2.7	2.7	**				
Machinist and Other Metal Craftsmen**.....	100.0	92.6	0.0	3.1	0.0	**				
Other Craftsmen**.....	100.0	94.8	2.4	2.6	2.5	**				
Operatives, Except Transport.....	100.0	85.1	4.9	10.0	2.2	31.9	23.5	3.0	5.4	1.0
Durable Goods Manufacturing.....	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Non-durable Goods Manufacturing.....	100.0	72.8	10.0	17.2	14.4	71.6	47.2	7.4	19.0	11.7
Nonmanufacturing.....	100.0	85.7	4.6	9.6	0.9	29.2	22.1	2.8	4.4	0.0
Transport Equipment Operatives.....	100.0	95.8	1.8	2.4	1.5	4.4	8.4	0.0	0.0	0.0
Nonfarm Laborers.....	100.0	89.0	5.8	5.3	1.5	12.2	11.0	0.3	1.0	0.0
Service Workers exc. Private Household.....	100.0	85.2	7.2	7.5	3.5	52.7	49.7	4.5	4.5	3.1
Cleaning and Food Service Workers.....	100.0	81.8	7.4	8.3	4.1	58.5	50.3	4.1	4.1	2.8
Protective Service Workers.....	100.0	94.6	4.4	1.0	0.0	7.0	7.0	0.0	0.0	0.0
Personal, Health + Other Svc. Workers.....	100.0	84.0	7.6	8.0	3.4	74.1	63.9	5.0	5.2	3.5
Private Household Workers.....	100.0	76.6	11.8	11.6	8.4	96.0	72.3	11.9	11.9	8.3
Farm Workers 1/.....	100.0	100.0	0.0	0.0	0.0	42.0	42.0	0.0	0.0	0.0

** Not Available for Women.

1/ Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table 3 would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

Anchorage
Standard Metropolitan Statistical Area
Table 4. Last Occupation of the Experienced Unemployed by Sex and Minority Status

Major Occupational Group	Both Sexes						Female									
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group* Percent of all Races	Total Female as a Percent of total both Sexes				Minority Group* Percent of All of Both Sexes					
							Total	White	Black	Other Races	Spanish-Speaking	Total	White	Black	Other Races	Spanish-Speaking
Total.....	3,450	3,140	87	217	54	358	10.4	1,169	33.9	1,030	45	94	20	59	13.6	44.4
Percent of Total.....	100.0	100.0	100.0	100.0	100.0	100.0	--	100.0	--	100.0	100.0	100.0	100.0	100.0	--	--
Prof., technical, & related.....	11.6	11.9	18.4	4.6	11.1	8.9	8.0	10.9	31.8	11.0	22.2	4.2	0.0	8.8	11.0	43.8
Sales.....	3.9	4.3	0.0	0.0	0.0	0.0	0.0	8.7	75.0	9.9	0.0	0.0	0.0	0.0	0.0	0.0
Clerical.....	12.3	12.3	14.9	10.6	37.0	15.6	13.2	12.8	91.0	34.3	28.9	19.1	100.0	32.1	13.3	91.1
Craftsmen, foremen & related.....	27.9	28.2	33.3	19.8	35.2	25.4	9.5	2.0	2.4	2.2	0.0	0.0	0.0	0.0	0.0	0.0
Operatives.....	15.3	15.6	12.6	12.4	0.0	10.6	7.2	10.8	23.8	9.5	24.4	18.1	0.0	17.6	22.2	73.7
Nonfarm laborers.....	7.8	7.9	13.8	5.1	16.7	8.9	11.8	1.8	7.7	1.5	11.1	0.0	0.0	3.1	23.8	15.6
Service, exc. priv. households.....	18.0	17.2	6.9	35.0	0.0	22.3	13.2	25.1	47.0	24.6	13.3	16.2	0.0	25.1	13.7	48.8
Service, private households.....	1.6	1.2	0.0	7.8	0.0	4.7	3.4	4.8	100.0	3.8	0.0	18.1	0.0	10.7	30.4	100.0
Farm workers.....	0.3	0.1	0.0	2.8	0.0	1.7	60.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Last worked 1959 or earlier 1/.....	1.2	1.2	0.0	1.8	0.0	1.1	9.8	3.2	90.2	3.2	0.0	4.2	0.0	2.5	10.8	100.0

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white races as well as white.

Sum of detail may not add to totals because of rounding.

1/ Occupation not available

Source: Census of Population, 1970

Anchorage

Table 5. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	8615	3973	46.1	1802	20.9
Professional, technical & managerial.....	1433	624	43.5	209	14.6
Clerical & sales.....	2603	2123	81.6	587	22.6
Service.....	1598	968	60.6	490	30.7
Farming, fishery, forestry & related.....	106	22	20.8	27	25.5
Processing.....	107	36	33.6	35	32.7
Machine trades.....	396	20	5.1	67	16.9
Bench work.....	105	47	44.8	21	20.0
Structural work.....	1343	50	3.7	205	15.3
Miscellaneous.....	924	83	9.0	161	17.4
Inexperienced					
Total.....	1063	710	66.8	319	30.0
Professional, technical & managerial.....	65	28	43.1	14	21.5
Clerical & sales.....	395	332	84.1	119	30.1
Service.....	351	270	76.9	123	35.0
Farming, fishery, forestry & related.....	26	9	34.6	6	23.1
Processing.....	8	5	62.5	4	50.0
Machine trades.....	19	1	5.3	7	36.8
Bench work.....	10	8	80.0	4	40.0
Structural work.....	61	8	13.1	12	19.7
Miscellaneous.....	128	49	38.3	30	23.4

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.

Fairbanks



LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

The Fairbanks Labor Market Area (North Star Borough and the Southeast Fairbanks Census Division).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Fairbanks Labor Market Area to assist employers in evaluating the utilization of women and minorities in their work forces, and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Status - 1970

This table shows total population in the area of which 19.6 percent were uniformed military. While Blacks were the dominant minority group in Fairbanks in 1970, of the total of 2,788, Blacks, 962 were uniformed military. American Indian constituted the next largest group, consisting mainly of Tanana and Nebesna Indians of the Athabascan linguistic group.

Table 2: Employment Status by Sex and Minority Status - 1979

The percentage distribution shows that the Alaska Natives experience unemployment at a much higher rate than whites or the total population. Women as a group enjoy a lower rate of unemployment than both sexes combined with white women having the lowest rate of any category.

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979

The percentage distribution is related to the 1970 Census count and the 1979 estimate of all employed persons. Some changes in the occupational distribution have no doubt taken place since 1970 until the next census figures reflecting changes are unavailable. The data reveal that the minority group is under-represented in professional and managerial occupations and over-represented in service occupations. The same relationship applies to the distribution for women.

Table 4: Occupations of Job Applicants at the Job Service Center by Sex and Minority Status for the Month of March, 1980

The number of active applicants is not directly related to the number of unemployed at any given time. Applications can remain in the active file for up to 90 days. Furthermore, the applicants are often listed under several different occupational groups. They may also include listings for persons who are employed but who are looking for different jobs.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all labor market resources, which include the employed, the unemployed, and persons of working age not in the labor force. It is estimated that on a nationwide basis, as many as 60 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's

own employees — its internal labor market — can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of minorities and women in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classification. Women's entrance and reentrance into the labor market in response to the availability, at meaningful pay scales, of all kinds of jobs—nontraditional as well as traditional — can be dramatic, as the experience during World War II so conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Alaska State Job Service Center offers a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest labor supply in the state, but Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

Fairbanks

Table 1. Population by Sex and Minority Status
1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	50,043	21,267	100.0	100.0	73.2	45.6
2. White.....	44,351	18,698	88.6	87.9	73.9	45.6
3. Black.....	2,788	1,052	5.6	4.9	81.2	55.5
4. American Indian....	1,499	767	3.0	3.6	NA	NA
5. Eskimo.....	822	478	1.6	2.2	NA	NA
6. Aleut.....	58	23	0.1	0.1	NA	NA
7. Oriental.....	229	132	0.4	0.6	NA	NA
8. Other Races.....	296	117	0.6	0.5	51.2 <u>1/</u>	38.6 <u>1/</u>
9. Spanish-Speaking...	1,573	628	3.1	3.0	72.6	35.2
10. Minority Group*....	5,962	3,197	14.4	14.9	NA	NA

NOTES:

1/ Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

NA = Not Available

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Fairbanks
 Table 2. Employment by Sex and Minority Group Status
 1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- men' Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	22446	19687	2759	100.0	100.0	100.0	12.3
1. White.....	20605	18201	2404	91.8	92.5	87.1	11.7
2. Black.....	808	698	110	3.6	3.5	4.0	13.6
3. Other Races.....	1033	788	245	4.6	4.0	8.9	23.7
4. Spanish-Speaking.....	471	408	63	2.1	2.1	2.3	13.4
5. Minority Group*.....	2312	1894	418	10.3	9.6	15.2	18.1
Women							
Total.....	8970	7933	1037	100.0	100.0	100.0	11.6
% Both Sexes.....	40.0	40.3	37.6				
1. White.....	7948	7075	873	88.6	89.5	84.1	11.0
2. Black.....	475	405	70	5.3	5.0	6.8	14.7
3. Other Races.....	547	453	94	6.1	5.5	9.1	17.1
4. Spanish-Speaking.....	188	161	27	2.1	2.0	2.6	14.4
5. Minority Group*.....	1210	1019	191	13.5	12.5	18.5	15.8

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

Fairbanks

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group ^a	Total	White	Black	Other Races	Spanish-Speaking	Minority Group ^a
All Occupations - Number 1979	19,687	18,282	684	721	412	1,817	7,935	7,127	394	414	160	968
Number 1970	13,688	12,711	476	501	286	1,261	5,517	4,955	274	288	111	673
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related...	20.0	20.7	8.4	13.0	25.2	14.0	17.8	19.0	10.6	4.9	27.0	18.8
Engineers.....	1.5	1.6	0.0	0.0	5.2	1.2	NA	NA	NA	NA	NA	NA
Medical & health workers...	1.3	2.4	0.8	0.0	2.1	0.8	2.0	2.2	1.5	0.0	5.4	1.5
Teachers, elem. & sec. sch.	3.9	4.0	5.3	1.0	1.4	2.7	7.4	7.6	9.1	1.7	3.6	5.0
Other professionals.....	13.3	13.7	2.3	12.0	16.4	9.3	8.4	9.2	0.0	3.1	18.0	4.3
Managers & administrators, Nonfarm.....	10.6	11.0	4.2	6.0	4.2	4.9	5.5	5.8	0.0	5.6	0.0	2.4
Sales.....	5.0	5.1	3.6	4.8	5.2	4.4	7.6	7.7	5.1	8.3	13.5	7.9
Retail stores.....	3.9	3.9	2.7	4.8	1.7	3.1	6.7	6.8	3.6	8.3	4.5	5.8
Other sales workers.....	1.1	1.2	0.8	0.0	3.5	1.1	0.9	0.9	1.5	0.0	9.0	2.1
Clerical.....	20.7	20.9	21.8	14.4	22.0	18.9	41.8	41.7	28.8	22.2	35.1	27.0
Sec., stenos., & typists...	6.4	6.5	6.1	5.8	8.4	6.5	15.5	16.1	10.6	10.1	21.6	12.7
Other clerical workers.....	14.2	14.4	15.8	8.6	13.6	18.3	26.3	27.6	18.2	12.2	13.5	14.8
Craftsmen, foreman & related..	16.8	17.1	14.9	9.6	17.5	13.4	1.6	1.8	0.0	0.0	0.0	0.0
Construction craftsmen.....	5.4	5.6	4.0	1.6	2.4	2.7	NA	NA	NA	NA	NA	NA
Mechanics & repairmen.....	4.0	4.9	4.4	2.8	10.5	5.1	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen.....	6.2	0.3	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Other craftsmen.....	6.3	6.3	6.5	5.2	4.3	5.6	NA	NA	NA	NA	NA	NA
Operatives except transport..	5.5	5.2	8.4	11.0	0.0	7.5	3.4	2.4	8.4	17.4	0.0	10.8
Durable goods mfg.....	0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable mfg.....	0.5	0.4	2.1	1.0	0.0	1.2	0.8	0.6	3.6	1.7	0.0	2.2
Nonmanufacturing.....	4.8	4.6	6.3	10.0	0.0	6.3	2.7	1.8	4.7	15.6	0.0	8.6
Transport equip. operatives..	3.2	3.2	1.5	5.6	3.8	3.6	0.8	0.9	0.0	0.0	0.0	0.0
Laborers, nonfarm.....	3.4	3.4	2.9	5.6	2.8	3.9	0.8	0.7	0.0	2.1	0.0	0.9
Service exc. priv. households.	13.6	12.3	33.4	27.5	17.5	27.5	18.3	15.8	45.7	35.1	12.9	36.8
Cleaning & food service....	8.1	7.7	23.1	17.6	7.0	17.2	11.2	9.4	30.6	24.0	3.6	23.3
Protective service.....	1.7	2.7	1.1	2.0	0.0	1.2	0.2	0.2	0.0	0.0	0.0	0.0
Personal, health & other services.....	3.9	3.5	9.2	8.0	10.5	9.1	6.9	6.2	15.0	11.1	16.2	13.5
Private household workers....	0.9	0.8	0.8	2.6	1.7	1.7	2.1	2.0	1.5	4.5	2.5	3.3
Farm workers.....	0.3	0.3	0.0	0.0	0.0	0.0	0.1	0.2	0.0	0.0	0.0	0.0

Notes: NA = Not Available

^a Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white as well as white.

Source: Census of Population, 1970 and Research and Analysis Section, Alaska Department of Labor

The percentages in this table for Total, White, Black, Other Races, and Spanish Speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution). For further horizontal detail see Table 3a.

Fairbanks

Table 3a. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish-Speaking	Total	White	Black	Other Races	Spanish-Speaking
Total, All Occupations, Number.....	100.0	92.9	3.5	3.7	2.1	40.3	36.2	2.0	2.1	0.8
Professional, Technical and Related.....	100.0	96.2	1.5	2.4	2.6	35.8	34.3	1.0	0.5	1.1
Engineers**.....	100.0	100.0	0.0	0.0	7.2	**				
Medical and Health Workers.....	100.0	96.1	2.2	1.7	3.2	61.8	57.9	2.2	1.7	4.5
Teachers, Elementary + Secondary Schools.....	100.0	94.4	4.6	0.9	0.7	76.4	70.3	4.7	0.9	0.7
Other Professional Workers.....	100.0	97.8	0.5	1.6	2.0	25.4	24.9	0.0	0.5	0.1
Nonfarm Managers and Administrators.....	100.0	96.5	1.4	2.1	0.8	20.9	19.8	0.0	1.0	0.0
Sales Workers.....	100.0	94.1	2.5	3.5	2.2	61.3	55.7	2.0	3.5	2.2
Retail Stores.....	100.0	93.1	2.4	4.4	0.9	69.3	62.9	1.9	4.5	0.9
Other Sales Workers.....	100.0	97.0	3.0	0.0	5.0	33.1	30.5	2.6	0.0	6.6
Clerical Workers.....	100.0	93.8	3.7	2.5	2.2	81.4	76.4	2.8	2.3	1.4
Secretaries, Stenographers and Typists.....	100.0	93.4	3.3	3.3	2.7	97.6	91.0	3.3	3.3	2.7
Other Clerical Workers.....	100.0	94.6	3.9	2.2	2.0	74.6	70.0	2.7	2.0	0.8
Craftsmen, Foremen and Related.....	100.0	94.8	3.1	2.1	2.2	0.6	0.6	0.0	0.0	0.0
Construction Craftsmen**.....	100.0	96.3	4.1	1.6	2.4	**				
Mechanics and Repairmen**.....	100.0	94.7	1.5	1.5	3.0	**				
Machinist and Other Metal Craftsmen**.....	100.0	100.0	0.0	0.0	0.0	**				
Other Craftsmen**.....	100.0	93.4	3.6	3.0	1.5	**				
Operatives, Except Transport.....	100.0	87.5	5.3	7.2	0.0	25.0	15.7	3.1	6.2	0.0
Durable Goods Manufacturing.....	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable Goods Manufacturing.....	100.0	78.9	14.1	7.0	0.0	64.7	42.6	14.7	7.4	0.0
Nonmanufacturing.....	100.0	87.9	4.5	7.5	0.0	22.7	13.9	2.0	6.8	0.0
Transport Equipment Operatives.....	100.0	92.1	1.6	6.3	2.5	10.0	10.0	0.0	0.0	0.0
Nonfarm Laborers.....	100.0	91.1	3.0	5.9	1.7	9.5	8.2	0.0	1.3	0.0
Service Workers exc. Private Household.....	100.0	84.0	8.5	7.4	2.7	55.2	42.1	6.7	5.4	1.2
Cleaning and Food Service Workers.....	100.0	84.6	8.0	6.1	2.4	55.7	41.9	7.6	6.2	0.4
Protective Service Workers.....	100.0	93.4	2.2	4.4	0.0	4.7	4.7	0.0	0.0	0.0
Personal, Health + Other Svc. Workers.....	100.0	65.9	8.1	6.2	2.4	71.3	57.5	8.1	5.8	2.4
Private Household Workers.....	100.0	85.6	3.4	11.0	4.2	94.3	80.5	3.3	10.6	4.1
Farm Workers 1/.....	100.0	100.0	0.0	0.0	0.0	22.2	22.2	0.0	0.0	0.0

** Not Available for Women.

1/ Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table 3 would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

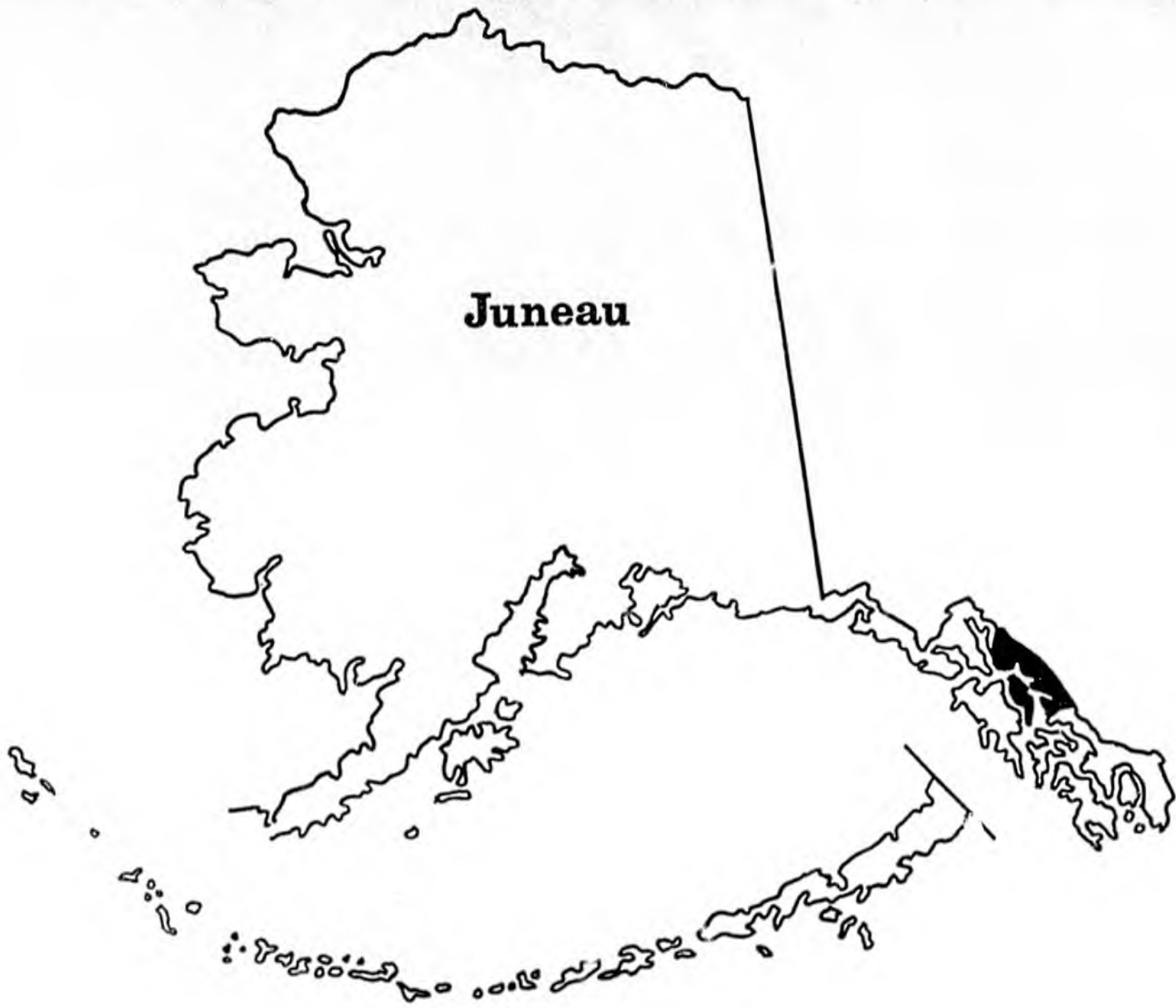
Fairbanks

Table 4. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	2811	1203	42.8	454	16.2
Professional, technical & managerial.....	497	224	45.1	40	8.0
Clerical & sales.....	831	651	78.3	111	13.4
Service.....	454	267	59.8	126	27.8
Farming, fishery, forestry & related.....	24	6	25.0	6	25.0
Processing.....	12	7	58.3	3	25.0
Machine trades.....	136	5	3.7	18	13.2
Bench work.....	25	6	24.0	9	36.0
Structural work..	512	12	2.3	97	18.9
Miscellaneous.....	320	25	7.8	44	13.8
Inexperienced					
Total.....	453	210	46.4	101	22.3
Professional, technical & managerial.....	39	19	48.7	7	17.9
Clerical & sales.....	154	112	72.7	31	20.1
Service.....	83	45	54.2	25	30.1
Farming, fishery, forestry & related.....	33	14	42.4	6	18.2
Processing.....	1	0	0.0	0	0.0
Machine trades.....	26	0	0.0	6	23.1
Bench work.....	1	0	0.0	0	0.0
Structural work.....	49	4	8.2	13	26.5
Miscellaneous.....	67	16	23.9	13	19.4

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.



LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

Juneau Labor Market Area (City and Borough of Juneau).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Juneau Labor Market Area to assist employers in evaluating the utilization of women and minorities in their work forces, and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Status - 1970

This table shows that American Indians constitute the dominant minority in this area. The major Indian group represented here is the Tlingit.

Table 2: Employment Status by Sex and Minority Status - 1979

While the Black population experiences the highest rate of unemployment, this group equals less than one percent of the labor force. The "Other Races" group, which is over eighty percent Alaska Native, is unemployed at more than twice the rate of the labor force as a whole and makes up nearly eleven percent of the labor force. With the capital of Alaska located in Juneau and creating a demand for office workers, women as a whole enjoy a very low rate of unemployment. However, this advantage does not appear to extend to the minority group whose rate of unemployment is nearly four times that of the total female labor force.

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979

The percentage distribution is related to the 1970 Census count and the 1979 estimate of all employed persons. Some changes in the occupational distribution have no doubt taken place since 1970 but until the next census these figures are unavailable. The data show that of the total number of employed persons, nearly 74 percent are in the white-collar category, while an even 50 percent of the minority group are so employed. There is less disparity between all employed women who are white-collared workers (86.5 percent) and minority women who are (73.0 percent).

Table 4: Occupations in Job Applicants at Juneau Job Service Center by Sex and Minority Status for the Month of March, 1980

This is a listing of all the occupations of the applicants at the Juneau Job Service Center as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all labor market resources, which include the employed, the unemployed, and persons of working age not in the labor force. It is estimated that on a nationwide basis, as many as 60 percent of all the job

vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's own employees – its internal labor market – can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of minorities and women in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classification. Women's entrance and reentrance into the labor market in response to the availability, at meaningful pay scales, of all kinds of jobs—nontraditional as well as traditional – can be dramatic, as the experience during World War II so conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Alaska Job Service Centers offers a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest labor supply in the state, but the Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

Juneau

Table 1. Population by Sex and Minority Status
1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	13556	6659	100.0	100.0	72.9	62.8
2. White.....	11422	5598	84.3	84.1	74.3	64.2
3. Black.....	106	51	0.8	0.8	62.3	70.6
4. American Indian....	1477	760	10.9	11.4	NA	NA
5. Eskimo.....	110	55	0.8	0.8	NA	NA
6. Aleut.....	70	38	0.5	0.6	NA	NA
7. Oriental.....	313	126	2.3	1.9	NA	NA
8. Other Races.....	58	31	0.4	0.5	<u>1/</u> 63.9	<u>1/</u> 52.9
9. Spanish-Speaking...	194	111	1.4	1.7	70.8	49.2
10. Minority Group*....	2328	1172	17.2	17.6	62.1	53.0

NOTES:

1/ Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

NA = Not Available

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Juneau
Table 2. Employment by Sex and Minority Group Status
1,79

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	9844	9178	666	100.0	100.0	100.0	6.8
1. White.....	8704	8197	507	88.4	89.5	76.0	5.8
2. Black.....	68	49	19	0.7	0.5	2.9	27.9
3. Other Races.....	1072	932	140	10.9	10.0	21.1	13.1
4. Spanish-Speaking.....	139	132	7	1.4	1.4	1.0	5.0
5. Minority Group*.....	1279	1113	166	13.0	11.9	25.0	13.0
Women							
Total.....	4152	4048	104	100.0	100.0	100.0	2.5
% Both Sexes.....	42.2	44.1	15.6				
1. White.....	3679	3621	58	88.6	89.7	55.5	1.6
2. Black.....	17	17	0	0.4	0.5	0.0	0.0
3. Other Races.....	456	410	46	11.0	9.8	44.5	10.1
4. Spanish-Speaking.....	50	50	0	1.2	1.2	0.0	0.0
5. Minority Group*.....	523	477	46	12.6	11.5	44.5	8.8

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

Juneau Labor Market Area

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

Occupation	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Groups*	Total	White	Black	Other Races	Spanish Speaking	Minority Groups*
All occupations - Number 1979	9178	8217	46	915	135	1096	4629	3623	19	396	81	466
Number 1970	5930	5309	30	591	87	708	2609	2341	12	256	32	300
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related	27.1	29.1	40.0	8.5	20.7	11.3	25.9	27.7	100.0	6.3	15.6	11.0
Engineers	3.3	3.4	0.0	1.7	0.0	1.4	NA	NA	NA	NA	NA	NA
Medical & health workers	1.7	1.9	0.0	0.0	0.0	0.0	2.3	2.6	0.0	0.0	0.0	0.0
Teachers, elem. & sec. sch.	5.9	6.5	20.0	0.0	5.7	1.6	10.8	11.7	50.0	0.0	15.6	11.0
Other professionals	16.2	17.2	20.0	6.8	14.9	8.3	12.8	13.4	50.0	6.3	0.0	7.3
Managers & administrators, nonfarm	14.5	15.5	20.0	3.1	6.9	5.9	5.1	5.4	0.0	2.0	0.0	1.7
Sales	3.7	4.0	0.0	1.5	0.0	1.3	4.6	4.8	0.0	3.5	0.0	3.0
Retail stores	2.4	2.5	0.0	1.5	0.0	1.3	3.5	3.5	0.0	3.5	0.0	3.0
Other sales workers	1.3	1.5	0.0	0.0	0.0	0.0	1.1	1.2	0.0	0.0	0.0	0.0
Clerical	28.6	28.2	23.2	32.0	31.0	31.5	50.9	50.3	0.0	59.0	65.0	57.3
Sec., stenos & typists	10.1	10.1	0.0	11.0	8.0	10.2	22.6	22.4	0.0	25.4	21.0	24.0
Other clerical workers	18.5	18.2	23.3	21.0	23.0	21.3	28.3	27.9	0.0	33.6	43.0	33.0
Craftsmen, foremen & related	7.8	8.2	0.0	4.6	0.0	3.8	0.4	0.4	0.0	0.0	0.0	0.0
Construction craftsmen	2.4	2.7	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Mechanics & repairmen	2.5	2.6	0.0	1.0	0.0	8.3	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen	0.3	0.2	0.0	0.0	0.0	0.7	NA	NA	NA	NA	NA	NA
Other craftsmen	2.6	2.6	0.0	2.7	0.0	2.3	NA	NA	NA	NA	NA	NA
Operatives except transport	2.0	1.5	0.0	6.3	0.0	5.2	0.6	0.4	0.0	2.0	0.0	1.7
Durable goods mfg.	0.1	0.0	0.0	1.4	0.0	1.1	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable mfg.	0.3	0.1	0.0	2.0	0.0	1.7	0.0	0.0	0.0	0.0	0.0	0.0
Nonmanufacturing	1.5	1.4	0.0	2.9	0.0	2.4	0.6	0.4	0.0	2.0	0.0	1.7
Transport equip. operatives	1.5	1.1	0.0	4.4	0.0	3.7	0.4	0.4	0.0	0.0	0.0	0.0
Laborers, nonfarm	3.5	2.7	16.7	9.8	8.0	10.3	0.5	0.4	0.0	2.0	0.0	1.7
Services exc. priv. households	9.8	8.2	0.0	24.7	33.3	24.7	8.4	7.3	0.0	10.0	18.7	17.3
Cleaning & food service	6.3	4.6	0.0	21.5	23.0	20.8	6.0	4.9	0.0	16.0	18.7	15.7
Protective service	1.6	1.7	0.0	0.8	0.0	0.7	0.4	0.5	0.0	0.0	0.0	0.0
Personal, health & other services	2.0	1.9	0.0	2.4	10.3	3.2	2.0	2.0	0.0	2.0	0.0	1.7
Private household workers	1.5	1.3	0.0	3.2	0.0	2.7	3.2	2.8	0.0	7.4	0.0	6.3
Farm workers	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Notes: NA = Not Available

* Sum of Spanish Speaking and all races except white. Some duplication possible since Spanish-Speaking may include non-white as well as white.

The percentages in this table for Total, White, Black, Other Races, and Spanish Speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution). For further horizontal detail see Table 3a.

Source: Census of Population, 1970 and 1978 Research and Analysis Section, Alaska Department of Labor

Juneau

Table 3a. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish- Speaking	Total	White	Black	Other Races	Spanish- Speaking
Total, All Occupations, Number.....	100.0	89.5	0.5	10.0	1.5	44.0	39.5	0.2	4.3	0.5
Professional, Technical and Related.....	100.0	96.1	0.7	3.1	1.1	42.1	40.3	0.7	1.0	0.3
Engineers**.....	100.0	94.8	0.0	5.2	0.0	**				
Medical and Health Workers.....	100.0	100.0	0.0	0.0	0.0	59.4	59.4	0.0	0.0	0.0
Teachers, Elementary + Secondary Schools.....	100.0	98.3	1.7	0.0	1.4	80.6	78.9	1.7	0.0	1.4
Other Professional Workers.....	100.0	59.1	20.0	6.8	1.4	34.8	32.5	0.6	1.7	0.0
Nonfarm Managers and Administrators.....	100.0	95.4	0.7	3.5	0.7	15.5	14.9	0.0	0.6	0.0
Sales Workers.....	100.0	95.9	0.0	4.0	0.0	54.8	50.7	0.0	4.1	0.0
Retail Stores.....	100.0	93.7	0.0	6.2	0.0	64.1	57.7	0.0	6.3	0.0
Other Sales Workers.....	100.0	100.0	0.0	0.0	0.0	37.7	37.7	0.0	0.0	0.0
Clerical Workers.....	100.0	88.4	0.4	11.1	1.6	78.3	69.5	0.0	8.9	1.2
Secretaries, Stenographers and Typists.....	100.0	89.1	0.0	10.8	1.2	98.5	87.5	0.0	10.9	1.2
Other Clerical Workers.....	100.0	88.0	0.6	11.3	1.8	67.3	59.4	0.0	7.8	1.3
Craftsmen, Foremen and Related.....	100.0	94.1	0.1	5.9	0.0	2.2	2.2	0.0	0.0	0.0
Construction Craftsmen**.....	100.0	100.0	0.0	0.0	0.0	**				
Mechanics and Airmen**.....	100.0	93.2	0.0	4.1	0.0	**				
Machinist and other Metal Craftsmen**.....	100.0	61.1	0.0	27.8	0.0	**				
Other Craftsmen.....	100.0	89.6	0.0	10.4	0.0	**				
Operatives, Except Transport.....	100.0	68.1	0.0	31.9	0.0	13.4	9.2	0.0	4.2	0.0
Durable Goods Manufacturing.....	100.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable Goods Manufacturing.....	100.0	29.4	0.0	70.6	0.0	0.0	0.0	0.0	0.0	0.0
Nonmanufacturing.....	100.0	81.3	0.0	18.7	0.0	18.0	12.4	0.0	5.6	0.0
Transport Equipment Operatives.....	100.0	70.1	0.0	29.9	0.0	11.2	11.2	0.0	0.0	0.0
Nonfarm Laborers.....	100.0	69.6	2.4	28.0	3.4	6.3	3.8	0.0	2.4	0.0
Service Workers exc. Private Household.....	100.0	74.9	0.0	25.1	0.0	37.7	29.8	0.0	7.9	1.0
Cleaning and Food Service Workers.....	100.0	65.2	0.0	34.0	0.1	42.0	11.0	0.0	11.0	1.6
Protective Service Workers.....	100.0	94.6	0.0	5.4	0.0	1.1	1.1	0.0	0.0	0.0
Personal, Health + Other Svc. Workers.....	100.0	84.9	0.0	11.8	7.5	43.7	39.5	0.0	4.2	0.0
Private Household Workers.....	100.0	78.6	0.0	21.3	0.0	93.3	71.9	0.0	21.3	0.0
Farm Workers 1/.....	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

** Not Available for Women.

1/ Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table 3 would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

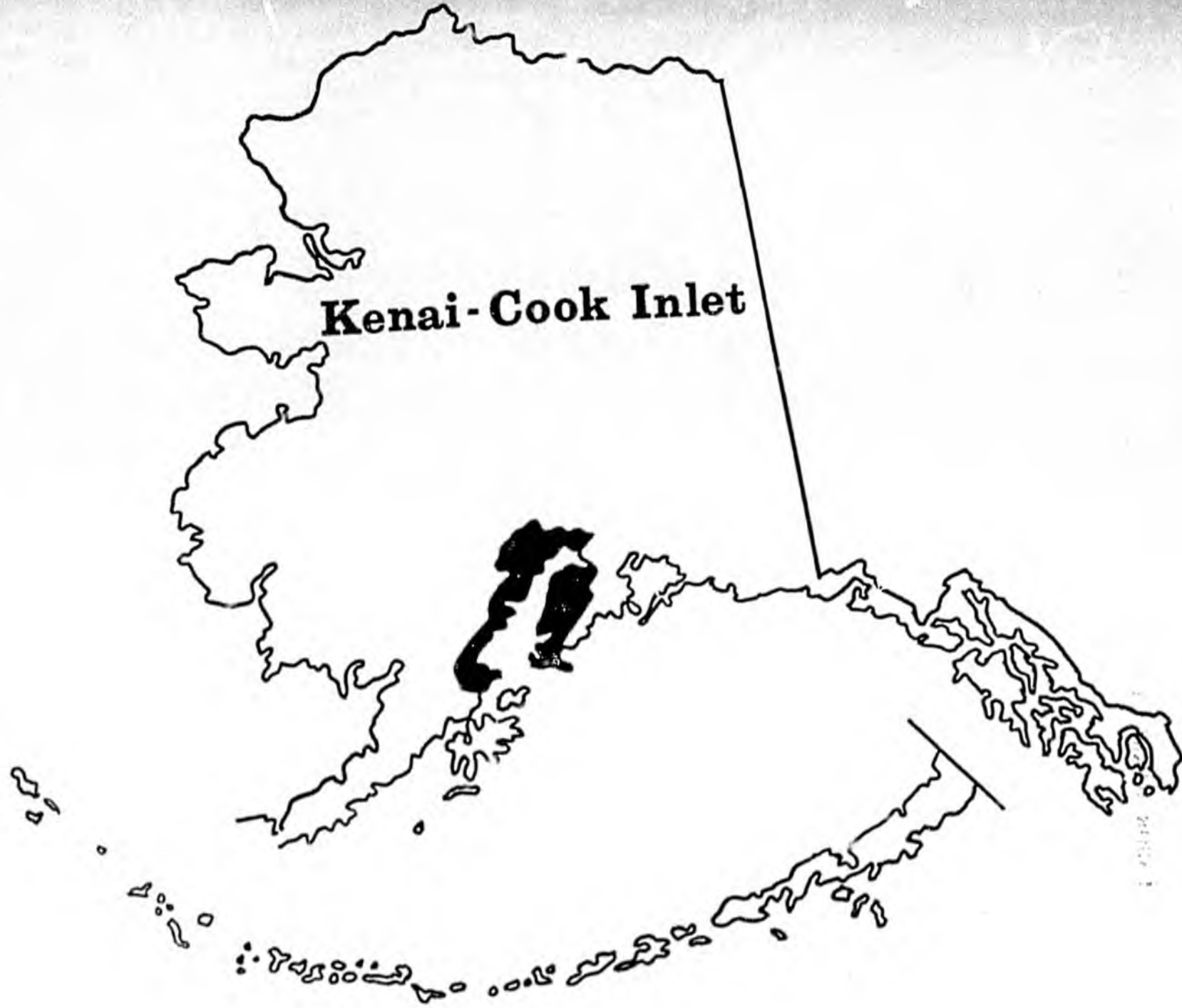
Juneau

Table 4. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	995	416	41.8	283	28.4
Professional, technical & managerial.....	165	79	47.9	21	12.7
Clerical & sales.....	317	237	74.8	97	30.6
Service.....	195	75	38.5	70	35.9
Farming, fishery, forestry & related.....	22	4	18.2	5	22.7
Processing.....	19	12	63.2	16	84.2
Machine trades.....	35	2	5.7	7	20.0
Bench work.....	2	0	0.0	1	50.0
Structural work.....	171	4	2.3	44	25.7
Miscellaneous.....	69	3	4.3	22	31.9
Inexperienced					
Total.....	137	69	50.4	42	30.7
Professional, technical & managerial.....	15	6	40.0	3	20.0
Clerical & sales.....	58	40	69.0	19	32.8
Service.....	39	21	53.8	14	35.9
Farming, fishery, forestry & related.....	5	1	20.0	1	20.0
Processing.....	0	0	0.0	0	0.0
Machine trades.....	6	0	0.0	3	50.0
Bench work.....	0	0	0.0	0	0.0
Structural work.....	11	1	9.1	1	9.1
Miscellaneous.....	3	0	0.0	1	33.3

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.



Kenai-Cook Inlet

LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

Kenai-Cook Inlet Labor Market Area (Kenai-Cook Inlet Census Division).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Kenai-Cook Inlet Labor Market Area to assist employers in evaluating the utilization of women and minorities in their forces, and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Status - 1970

This table shows that American Indians constitute the dominant minority group, mostly Tanaina Indians in this area.

Table 2: Employment Status by Sex and Minority Status - 1979

Except for Blacks who make up less than one percent of the labor force, minority groups experience unemployment at rates nearly sixty to eighty percent higher than whites. Women as a whole have a lower unemployment rate than that of both sexes. However, again excluding Blacks, the other minority women's rates significantly exceed those for minorities of both sexes.

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979

The percentage distribution is related to the 1970 Census count and the 1979 estimate of all employed persons. Some changes in the occupational distribution have no doubt taken place since 1970 but until the next census these figures are unavailable. For both sexes combined, the minority group is underrepresented in white-collar occupations and overrepresented in blue-collar occupations. No attempt will be made to analyze the data as shown for women. It would appear that white women are grossly underrepresented in the category "Managers and administrators, nonfarm." This anomaly is believed to be due to an error in the census data used to construct this table. Data on occupation were collected from a sample of the population and inflated to represent the universe. Where the numbers used are so small, as they are in this case (31 Black women, 36 "Other Race" women), the inflation procedure can yield misleading data.

Table 4: Occupation of Job Applicants at the Kenai-Cook Inlet Job Service Center by Sex and Minority Status for the Month of March, 1980

This is a listing of all the occupations of the applicants at the Kenai-Cook Inlet Job Service Center as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all labor market resources, which include the employed, the unemployed, and persons of working age not in the

labor force. It is estimated on a nationwide basis, as many as 60 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's own employees — its internal labor market — can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of minorities and women in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classifications. Women's entrance and reentrance into the labor market in response to the availability, at meaningful pay scales, of all kinds of jobs — nontraditional as well as traditional — can be dramatic, as the experience during World War II so conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Alaska State Job Service Center offers a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest labor supply in the state, but the Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

Kenai-Cook Inlet

Table 1. Population by Sex and Minority Status
1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	14250	6582	100.0	100.0	56.8	36.4
2. White.....	13047	6028	91.6	91.6	53.8	36.6
3. Black.....	105	40	0.7	0.6	52.7	87.5
4. American Indian....	478	219	3.4	3.3	NA	NA
5. Eskimo.....	103	60	0.7	0.9	NA	NA
6. Aleut.....	382	186	2.7	2.8	NA	NA
7. Oriental.....	101	32	0.7	0.5	NA	NA
8. Other Races.....	34	17	0.2	0.3	<u>1/</u> 46.1	<u>1/</u> 25.2
9. Spanish-Speaking...	129	64	0.9	1.0	36.2	20.7
10. Minority Group*....	1332	618	9.3	9.4	46.0	33.2

NOTES: 1/ Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

NA = Not Available

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Kenai
Table 2. Employment by Sex and Minority Group Status
1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	11302	9985	1317	100.0	100.0	100.0	11.7
1. White.....	10771	9518	1253	95.3	95.3	95.1	11.6
2. Black.....	113	99	14	1.0	1.0	1.1	12.4
3. Other Races.....	418	368	50	3.7	3.7	3.8	12.0
4. Spanish-Speaking.....	45	40	5	0.4	0.4	0.4	11.1
5. Minority Group*.....	575	507	69	5.1	5.1	5.3	12.0
Women							
Total.....	3379	2986	393	100.0	100.0	100.0	11.6
% Both Sexes.....	29.9	29.9	29.9				
1. White.....	3201	2827	374	94.7	94.7	94.8	11.7
2. Black.....	81	74	7	2.4	2.4	2.0	8.6
3. Other Races.....	97	85	12	2.9	2.9	3.2	12.4
4. Spanish-Speaking.....	0	0	0	0.0	0.0	0.0	0.0
5. Minority Group*.....	178	159	19	5.3	5.3	5.2	10.7

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

Kenai - Cook Inlet Labor Market Area

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

	Total		Both Sexes ¹				Total		Female ¹			
	White	Black	White	Black	Other Races	Hispanic-African	Minority Group*	White	Black	Other Races	Spanish-Speaking	Minority Group*
All Occupations - Number 1979	9,985	9,508	103	374	15	522	2,983	2,825	73	85	0	158
Number 1970	4,285	4,042	44	159	9	222	1,264	1,201	31	36	0	67
Percent 1970	100.0	100.0	100.0	100.0	1.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., Technical & Related	13.5	14.5	0.0	1.9	0.0	1.4	19.7	20.8	0.0	0.0	0.0	0.0
Engineer	0.7	0.6	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Medical & Health Workers	1.0	1.0	0.0	0.0	0.0	0.0	1.3	1.3	0.0	0.0	0.0	0.0
Teachers Elem. & Sec. Sch.	6.0	6.3	0.0	0.0	0.0	0.0	18.0	14.7	0.0	0.0	0.0	0.0
Other Professionals	5.8	6.1	0.0	1.9	0.0	1.4	4.5	4.7	0.0	0.0	0.0	0.0
Managers & Administrators, Nonfarm	13.5	13.3	22.7	15.1	0.0	15.3	9.9	7.7	32.3	66.7	0.0	50.0
Sales	5.0	5.0	0.0	4.4	0.0	2.2	10.8	10.8	0.0	19.4	0.0	10.4
Retail Stores	4.1	4.1	0.0	4.4	0.0	3.2	10.5	10.5	0.0	19.4	0.0	10.4
Other Sales Workers	0.9	0.9	0.0	0.0	0.0	0.0	0.3	0.3	0.0	0.0	0.0	0.0
Clerical	2.9	2.7	36.4	6.9	0.0	7.1	33.8	36.4	51.6	0.0	0.0	23.9
Sec., Stenog & Typists	2.7	2.7	11.4	0.0	0.0	2.1	9.1	9.2	16.1	0.0	0.0	7.5
Other Clerical Workers	9.2	9.4	25.0	0.0	0.0	5.0	24.7	25.1	35.5	0.0	0.0	16.4
Craftsmen, Foremen & Related	18.1	18.8	0.0	6.9	0.0	3.0	0.9	0.9	0.0	0.0	0.0	0.0
Construction Craftsmen	4.6	4.5	0.0	6.9	0.0	0.0	NA	NA	NA	NA	NA	NA
Mechanics & Repairmen	4.7	5.0	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Machinists & Other Metal Craftsmen	0.8	0.8	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Other Craftsmen	8.0	8.4	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Operative ² , Except Transport	14.1	13.5	0.0	32.7	63.2	28.8	6.5	6.5	0.0	13.9	0.0	7.5
Durable Goods Mfg.	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Non-durable Mfg.	4.5	3.7	0.0	23.8	0.0	18.5	4.1	3.9	0.0	13.9	0.0	7.5
Nonmanufacturing	9.2	9.4	0.0	6.9	63.2	10.4	2.4	2.6	0.0	0.0	0.0	0.0
Transport Equip. Operatives	5.6	5.7	0.0	6.3	36.8	7.8	1.7	1.8	0.0	0.0	0.0	0.0
Laborers, Nonfarm	6.3	5.8	0.0	20.8	0.0	14.9	0.3	0.3	0.0	0.0	0.0	0.0
Services, Exc. Priv. Households	10.8	10.6	30.5	11.9	0.0	17.5	14.2	15.0	0.0	0.0	0.0	0.0
Cleaning & Food Service	7.4	7.6	9.1	5.7	0.0	6.0	9.2	9.7	0.0	0.0	0.0	0.0
Protective Service	0.7	0.5	11.4	1.1	0.0	4.3	0.3	0.3	0.0	0.0	0.0	0.0
Personal, Health & Other Services	2.7	2.7	0.0	3.1	0.0	2.1	4.7	4.9	0.0	0.0	0.0	0.0
Private Household Workers	0.5	0.5	0.0	0.0	0.0	0.0	1.7	1.7	0.0	0.0	0.0	0.0
Farm Workers	0.7	0.7	20.5	0.0	0.0	3.9	0.4	0.0	16.1	0.0	0.0	7.5

Notes: NA = Not Available
¹ Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include non-white as well as white.

Source: Census of Population, 1970 and Research and Analysis section, Alaska Department of Labor

The percentages in this table for Total, White, Black, Other Races, and Spanish-speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution). For further horizontal detail see Table 3a.

Kenai-Cook Inlet

Table 3a. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish- Speaking	Total	White	Black	Other Races	Spanish- Speaking
Total, All Occupations, Number.....	100.0	95.2	1.0	3.8	0.4	29.9	28.3	0.7	0.8	0.0
Professional, Technical and Related.....	100.0	99.5	0.0	0.5	0.0	43.6	43.6	0.0	0.0	0.0
Engineers**.....	100.0	100.0	0.0	0.0	0.0	**	**	0.0	0.0	0.0
Medical and Health Workers.....	100.0	100.0	0.0	0.0	0.0	38.1	38.1	0.0	0.0	0.0
Teachers, Elementary + Secondary Schools.....	100.0	100.0	0.0	0.0	0.0	69.8	69.8	0.0	0.0	0.0
Other Professional Workers.....	100.0	100.0	0.0	0.0	1.2	23.2	23.2	0.0	0.0	0.0
Nonfarm Managers and Administrators.....	100.0	94.0	1.8	4.2	0.0	23.0	16.1	1.7	4.2	0.0
Sales Workers.....	100.0	96.7	0.0	3.3	0.0	64.6	61.3	0.0	3.3	0.0
Retail Stores.....	100.0	96.0	0.0	4.0	0.0	76.4	72.4	0.0	4.0	0.0
Other Sales Workers.....	100.0	100.0	0.0	0.0	0.0	10.5	10.5	0.0	0.0	0.0
Clerical Workers.....	100.0	96.8	3.2	0.0	0.0	85.0	81.8	3.2	0.0	0.0
Secretaries, Stenographers and Typists.....	100.0	95.6	4.4	0.0	0.0	100.0	95.6	4.4	0.0	0.0
Other Clerical Workers.....	100.0	97.2	2.8	0.0	0.0	80.1	77.2	2.8	0.0	0.0
Craftsmen, Foremen and Related.....	100.0	98.6	0.0	1.4	0.0	1.4	1.4	0.0	0.0	0.0
Construction Craftsmen**.....	100.0	94.3	0.0	5.7	0.0	**	**	0.0	0.0	0.0
Mechanics and Repairmen**.....	100.0	100.0	0.0	0.0	0.0	**	**	0.0	0.0	0.0
Machinist and Other Metal Craftsmen**.....	100.0	100.0	0.0	0.0	0.0	**	**	0.0	0.0	0.0
Other Craftsmen**.....	100.0	100.0	0.0	0.0	0.0	**	**	0.0	0.0	0.0
Operatives, Except Transport.....	100.0	91.3	0.0	8.7	2.0	13.7	12.9	0.0	0.8	0.0
Durable Goods Manufacturing.....	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable Goods Manufacturing.....	100.0	78.5	0.0	21.5	0.0	27.2	24.6	0.0	2.6	0.0
Nonmanufacturing.....	100.0	97.2	0.0	2.8	3.1	7.7	7.7	0.0	0.0	0.0
Transport Equipment Operatives.....	100.0	95.8	0.0	4.2	2.9	9.2	9.2	0.0	0.0	0.0
Nonfarm Laborers.....	100.0	87.6	0.0	12.4	0.0	1.5	1.5	0.0	0.0	0.0
Service Workers exc. Private Household.....	100.0	93.7	2.1	4.2	0.0	39.3	39.3	0.0	0.0	0.0
Cleaning and Food Service Workers.....	100.0	95.8	1.3	2.9	0.0	37.3	37.3	0.0	0.0	0.0
Protective Service Workers.....	100.0	86.7	16.6	16.7	0.0	13.3	13.3	0.0	0.0	0.0
Personal, Health + Other Svc. Worker.....	100.0	95.6	0.0	4.4	0.0	52.2	52.2	0.0	0.0	0.0
Private Household Workers.....	100.0	100.0	0.0	0.0	0.0	100.0	100.0	0.0	0.0	0.0
Farm Workers 1/.....	100.0	69.0	31.0	0.0	0.0	81.3	0.0	81.3	0.0	0.0

** Not Available for Women.

1/ Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table 3 would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

Kenai

Table 4. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	429	207	48.3	23	5.4
Professional, technical & managerial.....	40	24	60.0	3	7.5
Clerical & sales.....	116	105	90.5	0	0.0
Service.....	86	61	70.9	7	8.1
Farming, fishery, forestry & related.....	7	2	28.6	2	28.6
Processing.....	12	7	58.3	1	8.3
Machine trades.....	27	0	0.0	0	0.0
Bench work.....	4	2	50.0	1	25.0
Structural work.....	102	5	4.9	7	6.9
Miscellaneous.....	35	1	2.9	2	5.7
Inexperienced					
Total.....	48	21	43.8	1	2.1
Professional, technical & managerial.....	1	0	0.0	0	0.0
Clerical & sales.....	10	10	100.0	0	0.0
Service.....	8	4	50.0	0	0.0
Farming, fishery, forestry & related.....	3	0	0.0	0	0.0
Processing.....	8	5	62.5	0	0.0
Machine trades.....	9	0	0.0	0	0.0
Bench work.....	0	0	0.0	0	0.0
Structural work.....	6	0	0.0	1	16.7
Miscellaneous.....	3	2	66.7	0	0.0

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.



Ketchikan

LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

Ketchikan Labor Market Area (Gateway Borough and Outer Ketchikan Census Division).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Ketchikan Labor Market Area to assist employers in evaluating the utilization of women and minorities in their work forces, and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Group – 1970

This table shows that American Indians constitute the dominant minority group in this area. The major Indian groups represented here include the Tlingit, Haida, and Tsimshian.

Table 2: Employment Status by Sex and Minority Status – 1979

The "Other Races" group which is more than eighty-seven percent Alaska Native, has an unemployment rate more than twice as great as the labor force as a whole and more than three times as great as the white labor force. Women experience a higher rate of unemployment than the total for both sexes.

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979

The percentage distribution may be applied to the 1970 Census count and the 1979 estimate of all employed persons. Some changes in the occupational distribution have no doubt taken place since 1970 but until the next census these figures are not available. The data show that the minority group is underrepresented in white-collar occupations and overrepresented in Service Occupations. Women are underrepresented in the managers and administrators group, minority women do not appear in this category at all.

Table 4: Occupations of Job Applicants at Ketchikan Job Service Center by Sex and Minority Status for the Month of March, 1980

This is a listing of all the occupations of the applicants at the Ketchikan Job Service Center as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all manpower resources, which include the employed, the unemployed, and persons of working age not in the labor force. It is estimated that on a nationwide basis, as many as 60 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's own employees – its internal labor market – can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of

minorities and women in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classifications. Women's entrance and reentrance into the labor market in response to the availability, at meaningful pay scales, of all kinds of jobs—nontraditional as well as traditional — can be dramatic, as the experience during World War II is conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Alaska State Job Service Center offers a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest supply in the state, but the Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

Ketchikan

Table 1. Population by Sex and Minority Status
1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	11717	5568	100.0	100.0	60.3	41.9
2. White.....	9284	4392	79.2	78.9	62.5	45.3
3. Black.....	49	19	0.4	0.3	41.9	35.7
4. American Indian....	1999	983	17.1	17.7	NA	NA
5. Eskimo.....	59	24	0.5	0.4	NA	NA
6. Aleut.....	72	37	0.6	0.7	NA	NA
7. Oriental.....	184	77	1.6	1.4	NA	NA
8. Other Races.....	70	36	0.6	0.6	<u>1/</u> 51.2	<u>1/</u> 26.7
9. Spanish-Speaking...	166	74	1.4	1.3	82.8	67.7
10. Minority Group*....	2599	1250	22.2	22.4	53.4	30.5

NOTES: 1/ Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

NA = Not Available

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Ketchikan
Table 2. Employment by Sex and Minority Group Status
1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	7456	6873	583	100.0	100.0	100.0	7.8
1. White.....	6279	5921	358	84.2	87.0	61.4	5.7
2. Black.....	22	22	0	0.3	0.3	0.0	0.0
3. Other Races.....	1155	930	225	15.5	12.7	38.6	19.5
4. Spanish-Speaking.....	157	149	8	2.1	2.2	1.4	5.1
5. Minority Group*.....	1334	1101	233	17.9	15.2	40.0	17.5
Women							
Total.....	2430	2219	211	100.0	100.0	100.0	8.7
% Both Sexes.....	32.6	32.2	36.3				
1. White.....	2144	1996	148	88.2	90.7	70.0	6.9
2. Black.....	7	7	0	0.3	0.4	0.0	0.0
3. Other Races.....	279	216	63	11.5	8.9	30.0	22.6
4. Spanish-Speaking.....	61	53	8	2.5	2.7	3.8	13.1
5. Minority Group*.....	347	276	71	14.3	12.0	33.8	20.5

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

Ketchikan Labor Market Area

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

Occupation	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*
All occupations - Number 1979	6873	5975	23	875	155	1053	2213	2006	9	198	62	269
Number 1970	3957	3440	13	504	89	606	1274	1155	5	114	35	154
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related	18.9	20.5	61.5	6.5	37.1	12.2	23.0	24.3	0.0	10.5	42.9	17.5
Engineers	0.8	0.9	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Medical & health workers	2.2	2.5	0.0	0.0	9.0	0.0	3.5	3.8	0.0	0.0	22.9	5.2
Teachers, elem. & sec. sch.	6.3	6.9	0.0	2.4	21.3	5.1	10.8	11.9	0.0	0.0	20.0	4.5
Other professionals	9.6	10.1	61.5	4.2	6.7	5.3	8.7	8.6	0.0	10.5	0.0	7.8
Managers & administrators, nonfarm	11.2	11.7	0.0	7.9	6.7	7.6	4.9	5.4	0.0	0.0	0.0	0.0
Sales	5.6	5.6	0.0	5.2	7.9	5.4	11.8	11.6	0.0	14.0	20.0	14.9
Retail stores	4.1	4.1	0.0	4.2	0.0	3.5	9.6	9.2	0.0	14.0	0.0	10.4
Other salesworkers	1.4	1.5	0.0	1.0	7.9	2.0	2.2	2.4	0.0	0.0	20.0	4.5
Clerical	12.7	13.1	0.0	10.1	14.6	10.6	30.8	30.7	0.0	33.3	37.1	33.1
Sec., stenos & typists	3.4	3.9	0.0	0.0	14.6	2.1	10.5	11.6	0.0	0.0	37.1	8.4
Other clerical workers	9.3	9.2	0.0	10.1	0.0	8.4	20.3	19.1	0.0	33.3	0.0	24.7
Craftsmen, foremen & related	15.5	15.6	0.0	15.5	15.7	15.2	0.8	0.9	0.0	0.0	0.0	0.0
Construction craftsmen	4.7	4.6	0.0	6.0	0.0	5.0	NA	NA	NA	NA	NA	NA
Mechanics & repairmen	3.1	3.3	0.0	1.8	6.7	2.5	NA	NA	NA	NA	NA	NA
Machinists and other metal craftsmen	1.5	1.7	0.0	0.0	9.0	1.3	NA	NA	NA	NA	NA	NA
Other craftsmen	6.2	6.0	0.0	7.7	0.0	6.4	NA	NA	NA	NA	NA	NA
Operatives except transport	9.0	8.3	0.0	13.5	0.0	11.2	2.4	2.7	0.0	0.0	0.0	0.0
Durable goods mfg.	1.1	0.8	0.0	3.4	0.0	2.8	0.0	0.0	0.0	0.0	0.0	0.0
Non-durable mfg.	3.5	3.5	0.0	3.6	0.0	3.0	0.7	0.8	0.0	0.0	0.0	0.0
Nonmanufacturing	4.3	4.0	0.0	6.5	0.0	5.4	1.7	1.9	0.0	0.0	0.0	0.0
Transport equip. operatives	2.0	2.0	0.0	2.2	0.0	1.8	0.4	0.4	0.0	0.0	0.0	0.0
Laborers, nonfarm	10.5	10.3	0.0	12.5	7.9	11.6	1.4	1.6	0.0	0.0	0.0	0.0
Service, exc. priv. households	13.4	11.5	0.0	26.6	10.1	21.6	20.6	18.6	0.0	42.1	0.0	31.2
Cleaning & food service	8.0	7.2	0.0	13.1	10.1	12.4	16.2	14.9	0.0	29.8	0.0	22.1
Protective service	2.6	2.2	0.0	5.8	0.0	4.8	0.6	0.3	0.0	3.5	0.0	2.6
Personal, health & other services	2.8	2.1	0.0	7.7	0.0	6.4	0.6	1.4	0.0	0.8	0.0	6.5
Private household workers	1.2	1.3	10.5	0.0	0.0	0.8	3.8	3.8	100.0	0.0	0.0	3.2
Farm workers	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Notes: NA = Not Available

* Sum of Spanish Speaking and all races except white. Some duplication possible since Spanish-Speaking may include non-white as well as white.

The percentages in this table for Total, White, Black, Other Races, and Spanish Speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution).

Source: Census of Population, 1970 and 1979 Research and Analysis Section, Alaska Department of Labor

Ketchikan

Table 3a. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish- Speaking	Total	White	Black	Other Races	Spanish- Speaking
Total, All Occupations, Number.....	100.0	86.9	0.3	12.7	2.2	32.2	29.2	0.1	2.9	0.9
Professional, Technical and Related.....	100.0	94.5	1.1	4.4	4.4	39.2	37.6	0.0	1.6	2.0
Engineers**.....	100.0	100.0	0.0	0.0	0.0	**				
Medical and Health Workers.....	100.0	98.9	0.0	0.0	9.2	51.7	51.7	0.0	0.0	9.2
Teachers, Elementary + Secondary Schools.....	100.0	95.7	0.0	4.8	7.6	55.4	55.4	0.0	0.0	2.8
Other Professional Workers.....	100.0	91.3	2.1	5.5	1.5	29.2	26.1	0.0	3.2	0.0
Nonfarm Managers and Administrators.....	100.0	90.9	0.0	9.0	1.3	14.0	14.0	0.0	0.0	0.0
Sales Workers.....	100.0	88.2	0.0	11.8	3.2	67.6	60.4	0.0	7.2	3.2
Retail Stores.....	100.0	87.1	0.0	12.9	0.0	75.3	65.4	0.0	9.9	0.0
Other Sales Workers.....	100.0	94.5	0.0	9.1	12.7	50.9	50.9	0.0	0.0	12.7
Clerical Workers.....	100.0	89.8	0.0	10.1	2.6	77.9	70.4	0.0	7.6	2.6
Secretaries, Stenographers and Typists.....	100.0	100.0	0.0	0.0	9.6	99.3	99.3	0.0	0.0	9.6
Other Clerical Workers.....	100.0	85.9	0.0	13.9	0.0	70.4	60.1	0.0	10.3	0.0
Craftsmen, Foremen and Related.....	100.0	87.3	0.0	12.7	2.3	1.6	1.6	0.0	0.0	0.0
Construction Craftsmen**.....	100.0	84.9	0.0	16.1	0.0	**				
Mechanics and Repairmen**.....	100.0	92.7	0.0	7.3	4.9	**				
Machinist and Other Metal Craftsmen**.....	100.0	98.3	0.0	0.0	13.6	**				
Other Craftsmen**.....	100.0	84.1	0.0	15.9	0.0	**				
Operatives, Except Transport.....	100.0	80.8	0.0	19.1	0.0	9.6	9.6	0.0	0.0	0.0
Durable Goods Manufacturing.....	100.0	62.2	0.0	37.8	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable Goods Manufacturing.....	100.0	87.1	0.0	12.8	0.0	7.2	7.2	0.0	0.0	0.0
Nonmanufacturing.....	100.0	80.6	0.0	19.4	0.0	14.1	14.1	0.0	0.0	0.0
Transport Equipment Operatives.....	100.0	86.4	0.0	13.6	0.0	6.3	6.3	0.0	0.0	0.0
Nonfarm Laborers.....	100.0	84.9	0.0	15.1	1.7	4.8	4.8	0.0	0.0	0.0
Service Workers exc. Private Household.....	100.0	74.7	0.0	25.3	1.7	44.7	36.6	0.0	8.1	0.0
Cleaning and Food Service Workers.....	100.0	78.2	0.0	20.8	2.8	59.9	49.8	0.0	10.1	0.0
Protective Service Workers.....	100.0	72.1	0.0	27.9	0.0	3.9	1.9	0.0	1.9	0.0
Personal, Health + Other Svc. Workers.....	100.0	64.9	0.0	35.1	0.0	38.7	33.3	0.0	5.4	0.0
Private Household Workers.....	100.0	89.8	10.2	0.0	0.0	100.0	89.8	10.2	0.0	0.0
Farm Workers 1/.....	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

** Not Available for Women.

1/ Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table 3 would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

Ketchikan

Table 4. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	870	324	37.2	208	23.9
Professional, technical & managerial.....	64	36	56.3	13	20.3
Clerical & sales.....	147	132	89.8	43	29.3
Service.....	145	103	71.0	41	28.3
Farming, fishery, forestry & related.....	52	4	7.7	11	21.2
Processing.....	21	15	71.4	11	52.4
Machine trades.....	37	0	0.0	8	21.6
Bench work.....	5	1	20.0	2	40.0
Structural work.....	135	4	3.0	30	22.2
Miscellaneous.....	264	29	11.0	49	18.6
Inexperienced					
Total.....	29	16	55.2	6	20.7
Professional, technical & managerial.....	2	0	0.0	1	50.0
Clerical & sales.....	17	15	88.2	4	23.5
Service.....	4	0	0.0	1	25.0
Farming, fishery, forestry & related.....	0	0	0.0	0	0.0
Processing.....	0	0	0.0	0	0.0
Machine trades.....	0	0	0.0	0	0.0
Bench work.....	0	0	0.0	0	0.0
Structural work.....	0	0	0.0	0	0.0
Miscellaneous.....	6	1	16.7	0	0.0

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.



LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

Kodiak Labor Market Area (Kodiak Island Borough).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Kodiak Labor Market Area to assist employers in evaluating the utilization of women and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Status – 1970

This table shows that Aleuts constitute the dominant minority group in this area with Orientals making up the second largest minority group.

Table 2: Employment Status by Sex and Minority Status – 1979

The "Other Races" group which is nearly seventy-eight percent Aleut, has an unemployment rate twice that of the white labor force. Women as a whole have a slightly higher rate of unemployment than both sexes combined; white women have a significantly higher unemployment rate than the total white labor force; "Other Races" women, surprisingly, enjoy an unemployment rate that is only slightly more than half that of the total for both sexes.

Table 3: Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979

The percentage distribution is related to the 1970 Census count and the 1979 estimate of all employed persons. Some changes in the occupational distribution have no doubt taken place since 1970 but until the next census figures reflecting changes are unavailable. White-collar occupation (professional, technical and related, managers and administrators, sales and clerical) account for forty-six percent of the total number of employed white persons, while only seventeen percent of minorities are found in this occupational group. Conversely, sixty-five percent of minorities are employed in blue-collar occupations (operatives, nonfarm laborers and service) while forty percent of the total number of employed white persons are found in this occupational group. It appears that minorities are underrepresented in the white-collar occupations and overrepresented in the blue-collar group. Similar relationship can be found between white and minority women.

Table 4: Occupations of Job Applicants at the Kodiak Job Service Center by Sex and Minority Status for the Month of March, 1980.

This is a listing of all the occupations of the applicants at the Kodiak Job Service Center as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all labor market resources, which include the employed, the unemployed, and persons of working age not in the labor force. It is estimated that on a nationwide basis, as many as 60 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's own employees — its internal labor market — can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of minorities and some in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classifications. Women's entrance and reentrance into the labor market in response to the availability, at meaningful pay scales, of all kinds of jobs—nontraditional as well as traditional — can be dramatic, as the experience during World War II so conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no pertinent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Alaska State Job Service Center offers a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest labor supply in the state, but the Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

Kodiak

Table 1. Population by Sex and Minority Status
1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	9409	4044	100.0	100.0	48.7	50.8
2. White.....	7215	3053	76.7	75.5	48.8	52.9
3. Black.....	157	60	1.7	1.5	50.9	85.3
4. American Indian....	106	49	1.1	1.2	NA	NA
5. Eskimo.....	56	27	0.6	0.7	NA	NA
6. Aleut.....	1582	742	16.8	18.3	NA	NA
7. Oriental.....	225	96	2.4	2.4	NA	NA
8. Other Races.....	61	27	0.7	0.7	48.1 <u>1/</u>	41.0 <u>1/</u>
9. Spanish-Speaking...	158	68	1.7	1.7	39.6	16.3
10. Minority Group*....	2352	1069	25.0	26.4	47.7	41.8

NOTES:

1/ Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

NA = Not Available

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Kodiak
Table 2. Employment by Sex and Minority Group Status
1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	4656	4299	357	100.0	100.0	100.0	7.7
1. White.....	3693	3460	233	79.3	80.6	64.8	6.3
2. Black.....	88	84	4	1.9	1.9	1.4	4.1
3. Other Races.....	875	755	120	18.8	17.5	33.8	13.7
4. Spanish-Speaking.....	65	65	0	1.4	1.5	0.0	0.0
5. Minority Group*.....	1028	904	124	22.1	20.9	35.2	12.1
Women							
Total.....	1922	1764	158	100.0	100.0	100.0	8.2
% Both Sexes.....	41.3	41.0	44.4				
1. White.....	1548	1413	135	80.5	80.1	84.6	8.7
2. Black.....	46	41	5	2.4	2.3	3.6	10.9
3. Other Races.....	328	310	18	17.1	17.6	11.8	5.5
4. Spanish-Speaking.....	11	11	0	0.6	0.6	0.0	0.0
5. Minority Group*.....	385	362	23	20.1	20.5	15.4	6.0

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source: Research and Analysis Section, Alaska Department of Labor.

Kodiak Labor Market Area

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

Occupation	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*	Total	White	Black	Other Races	Spanish-speaking	Minority Group*
All occupations - Number 1979	4299	3463	86	750	65	901	1765	1414	41	310	10	361
Number 1970	2653	2137	53	463	40	556	1089	873	25	191	7	223
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related	15.5	18.3	9.4	2.8	0.0	3.2	18.9	21.8	20.0	5.8	0.0	7.2
Engineers	0.6	0.8	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Medical & health workers	1.8	2.2	0.0	0.0	0.0	0.0	3.9	4.9	0.0	0.0	0.0	0.0
Teachers elem. & sec. sch.	6.3	7.1	9.4	2.4	0.0	2.9	10.2	10.9	29.0	5.8	0.0	7.2
Other professionals	6.7	8.2	0.0	0.4	0.0	0.4	4.8	6.0	0.0	0.0	0.0	0.0
Managers & administrators, nonfarm	9.9	10.9	0.0	6.5	0.0	5.4	5.3	5.6	0.0	4.7	0.0	4.0
Sales	3.0	3.7	0.0	0.0	0.0	0.0	5.1	6.3	0.0	0.0	0.0	0.0
Retail stores	2.7	3.3	0.0	0.0	0.0	0.0	4.7	5.8	0.0	0.0	0.0	0.0
Other sales workers	0.3	0.4	0.0	0.0	0.0	0.0	0.4	0.5	0.0	0.0	0.0	0.0
Clerical	12.0	13.1	13.2	6.9	17.5	8.3	23.6	25.0	28.0	16.8	100.0	20.6
Sec., stenos & typists	3.0	3.4	13.2	0.0	17.5	2.5	7.3	8.2	28.0	0.0	100.0	6.3
Other clerical workers	9.0	9.7	0.0	6.9	0.0	5.8	16.3	16.7	0.0	16.8	0.0	14.3
Craftsmen, foremen & related	13.5	13.0	30.2	14.0	0.0	14.6	2.1	1.4	0.0	5.8	0.0	4.9
Construction craftsmen	3.4	3.2	9.4	3.7	0.0	4.0	NA	NA	NA	NA	NA	NA
Mechanics & repairmen	3.8	3.9	0.0	3.9	0.0	3.2	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen	0.6	0.5	0.0	1.1	0.0	0.9	NA	NA	NA	NA	NA	NA
Other craftsmen	5.8	5.5	20.8	5.4	0.0	6.5	NA	NA	NA	NA	NA	NA
Operatives, except transport	16.6	12.8	35.8	32.0	25.0	31.3	19.7	14.4	44.0	40.3	0.0	39.5
Durable goods mfg.	0.2	0.3	0.0	0.0	0.0	0.0	0.6	0.7	0.0	0.0	0.0	0.0
Non-durable mfg.	13.4	9.7	35.8	27.9	25.0	28.4	15.5	10.1	44.0	36.6	0.0	36.3
Nonmanufacturing	3.0	2.8	0.0	4.1	0.0	3.4	3.6	3.7	0.0	3.7	0.0	3.1
Transport equip. operatives	2.6	2.6	0.0	1.2	0.0	2.7	0.5	3.6	0.0	0.0	0.0	0.0
Laborers, nonfarm	9.7	8.6	0.0	16.0	15.0	13.3	2.4	7.5	0.0	3.1	0.0	2.7
Service, exc. priv. households	15.9	16.0	11.3	16.0	42.5	17.4	19.6	20.4	8.0	17.3	0.0	15.7
Cleaning & food service	10.4	10.1	7.5	12.1	0.0	10.8	13.5	13.7	0.0	14.1	0.0	12.1
Protective service	1.2	1.5	0.0	0.0	15.0	1.1	0.2	0.2	0.0	0.0	0.0	0.0
Personal, health & other services	4.3	4.4	3.8	3.9	27.5	5.6	5.9	6.4	8.0	3.1	0.0	3.6
Private household workers	1.1	0.8	0.0	2.6	0.0	2.2	2.8	2.1	0.0	6.3	0.0	5.4
Farm workers	0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Notes: NA = Not Available

* Sum of Spanish Speaking and all races except white. Some duplication possible since Spanish-Speaking may include non-white as well as white.

The percentages in this table for Total, White, Black, Other Races, and Spanish-Speaking relate to the vertical totals of each column. Minority Group columns contain percentages related to each occupation's employment total (horizontal distribution). For further horizontal detail see Table 3a.

Source: Census of Population, 1970 and 1978, Research and Analysis Section, Alaska Department of Labor

Kodiak

Table 4. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	419	178	42.5	74	17.7
Professional, technical & managerial.....	29	14	48.3	1	3.4
Clerical & sales.....	77	69	89.6	3	3.9
Service.....	77	51	66.2	7	9.1
Farming, fishery, forestry & related.....	35	6	17.1	9	25.7
Processing.....	82	30	36.6	41	50.0
Machine trades.....	9	1	11.1	4	44.4
Bench work.....	1	0	0.0	0	0.0
Structural work.....	70	4	5.7	4	5.7
Miscellaneous.....	39	3	7.7	5	12.8
Inexperienced					
Total.....	2	5	41.7	1	8.3
Professional, technical & managerial.....	0	0	0.0	0	0.0
Clerical & sales.....	3	3	100.0	0	0.0
Service.....	1	0	0.0	0	0.0
Farming, fishery, forestry & related.....	2	1	50.0	0	0.0
Processing.....	0	0	0.0	0	0.0
Machine trades.....	1	0	0.0	0	0.0
Bench work.....	0	0	0.0	0	0.0
Structural work.....	1	0	0.0	0	0.0
Miscellaneous.....	4	1	25.0	1	25.0

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.

Sitka



LABOR MARKET INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

Sitka Labor Market Area (City and Borough of Sitka and the Angoon Census Division).

Statistical Data and Their Significance

These tables are designed to provide labor market information for the Sitka Labor Market Area to assist employers in evaluating the utilization of women and minorities in their work forces, and in establishing goals to improve such utilization.

Table 1: Population by Sex and Minority Status - 1970

This table shows that American Indians constitute the dominant minority, mostly Tlingits in this area.

Table 2: Employment Status by Sex and Minority Status - 1979

Whites (women and both sexes combined) are unemployed at a lower rate than the labor force as a whole. "Other Races" experience unemployment at a rate nearly seventy percent greater than does the white labor force while "Other Races" women are unemployed at a much higher rate than are white women, nearly three times as great.

Table 3: Occupation of Employed Persons by Sex and Minority Status, 1970 and 1979

The percentage distribution is related to the 1970 Census count and the 1979 estimate of all employed persons. Some changes in the occupational distribution have no doubt taken place since 1970 but until the next census these figures are unavailable. The minority group appears to be grossly underrepresented in sales occupations and overrepresented in service occupations. There is a significant disparity between the number of "Other Races" women and the number of white women in the white-collar occupations.

Table 4: Occupation of Job Applicants at the Sitka Job Service Center by Sex and Minority Status for the Month of March, 1980.

This is a listing of all the occupations of the applicants at the Sitka Job Service Center as of March 31, 1980. Since most applicants have more than one occupation, this table is inflated over the number of people actually available, but it should be accurate as to the number of people available within any one occupation. These applicants are not necessarily unemployed, but are interested in receiving employment service.

Labor Market Resources

Goals for the utilization of minorities and women should take into consideration all labor market resources, which include the employed, the unemployed, and persons of working age not in the labor force. It is estimated that on a nationwide basis, as many as 60 percent of all the job vacancies are filled by employed workers moving from one job to another. In considering the employed as a resource for achieving affirmative action program goals, an analysis of a company's own employees - its internal labor market - can assume great significance. For many employers, their own personnel can contribute most importantly toward correcting underutilization of

minorities and women in specific job categories, if traditional assignment, transfer, and promotion barriers are discarded and equal training opportunities are made available.

Additionally, those not in the labor force, particularly women, also offer considerable potential for improving their utilization in many job classifications. Women's entrance and reentrance into the labor market in response to the availability at meaningful pay scales, of all kinds of jobs—nontraditional as well as traditional — can be dramatic, as the experience during World War II so conclusively demonstrated.

In considering all available labor market resources for establishing and achieving AAP goals, employers should recognize the fact that job vacancies customarily are filled not only by workers with precisely-required skills but also, and far more frequently, by persons with related skills, or lesser skills, or with no permanent skills at all who learn as they work, with or without formal on-the-job training.

Services to Employers

The Alaska State Job Service Center offers a variety of services to assist employers in filling job openings with qualified workers. Not only are employers offered the largest labor supply in the state, but the Job Service staff screen and select for referral only those workers who meet the employer's needs. Testing and counseling to identify applicants best suited to do the job is also available through Job Service. In addition, employers can obtain labor market information, help in preparing job descriptions, and assistance in developing acceptable job and job training opportunities.

Sitka

Table 1. Population by Sex and Minority Status
1970

Minority Status	Number		Percent Distribution		Labor Force Participation Rate	
	Total	Female	Total	Female	Total	Female
1. Total.....	6612	3120	100.0	100.0	63.5	53.6
2. White.....	4725	2202	71.5	70.6	63.6	55.1
3. Black.....	36	20	0.5	0.6	57.1	64.7
4. American Indian....	1540	747	23.3	23.9	NA	NA
5. Eskimo.....	85	51	1.3	1.6	NA	NA
6. Aleut.....	99	45	1.5	1.4	NA	NA
7. Oriental.....	105	47	1.6	1.5	NA	NA
8. Other Races.....	22	8	0.3	0.3	<u>1/</u> 53.4	<u>1/</u> 48.4
9. Spanish-Speaking...	64	45	1.0	1.4	83.0	76.9
10. Minority Group*....	1951	963	29.5	30.9	54.9	51.0

NOTES:

1/ Includes American Indian, Eskimo, Aleut and Oriental.

* Sum of Spanish-speaking and all races except white. Some duplication may result since Spanish-speaking may include non-white races in addition to white.

NA = Not Available

Source: Research and Analysis Section, Alaska Department of Labor and 1970 Census Population

Sitka
 Table 2. Employment by Sex and Minority Group Status
 1979

	Labor Force	Employ- ment	Unemploy- ment	% Distribution			Unemploy- ment Rate
				Labor Force	Employ- ment	Unemploy- ment	
Both Sexes							
Total.....	4005	3672	333	100.0	100.0	100.0	8.3
1. White.....	3213	2975	238	80.2	81.1	71.3	7.4
2. Black.....	24	24	0	0.6	0.6	0.0	0.0
3. Other Races.....	768	673	95	19.2	18.3	28.7	12.4
4. Spanish-Speaking.....	61	61	0	1.5	1.7	0.0	0.0
5. Minority Group*.....	853	758	95	21.3	20.6	28.7	11.1
Women							
Total.....	1581	1423	158	100.0	100.0	100.0	10.0
% Both Sexes.....	39.5	38.7	47.7				
1. White.....	1228	1137	91	77.6	80.1	57.0	7.4
2. Black.....	15	15	0	1.0	1.1	0.0	0.0
3. Other Races.....	338	271	67	21.4	18.8	43.0	19.8
4. Spanish-Speaking.....	43	43	0	2.7	3.0	0.0	0.0
5. Minority Group*.....	396	329	67	25.1	22.9	43.0	16.9

*Sum of Spanish-speaking and all races except white. Some duplication possible since Spanish-speaking may include nonwhite races in addition to white.

Source. Research and Analysis Section, Alaska Department of Labor.

Sitka Labor Market Area

Table 3. Occupations of Employed Persons by Sex and Minority Status, 1970 and 1979.

Occupation	Both Sexes						Female					
	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*	Total	White	Black	Other Races	Spanish-Speaking	Minority Group*
All occupations - Number 1979	3672	2979	23	670	63	756	1424	1141	16	267	44	327
Number 1970	2574	2088	16	470	44	530	998	800	11	187	30	228
Percent 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Prof., technical & related	18.7	19.0	0.0	18.1	6.8	16.6	22.6	24.6	0.0	15.5	10.0	14.0
Engineers	1.2	1.1	0.0	1.5	0.0	1.3	NA	NA	NA	NA	NA	NA
Medical & health	3.8	4.1	0.0	2.3	6.8	2.1	8.6	9.4	0.0	5.9	10.0	6.1
Teachers, elem., & sec. sch.	5.9	6.5	0.0	3.2	0.0	2.8	6.0	6.9	0.0	2.7	0.0	2.2
Other professionals	7.9	7.2	0.0	11.1	0.0	9.8	8.0	8.4	0.0	7.0	0.0	5.7
Managers & administrators, nonfarm	8.0	8.5	0.0	6.4	15.9	7.0	6.8	6.5	0.0	8.6	23.3	10.1
Sales	5.4	6.2	0.0	1.9	0.0	1.7	8.2	9.1	0.0	4.8	0.0	3.9
Retail stores	4.6	5.3	0.0	1.5	0.0	1.7	7.2	7.9	0.0	4.8	0.0	3.9
Other sales workers	0.7	0.9	0.0	0.0	0.0	0.0	1.0	1.2	0.0	0.0	0.0	0.0
Clerical	13.6	13.9	0.0	12.8	25.0	13.4	29.2	30.5	0.0	25.1	36.7	25.4
Sec., stenos & typists	3.2	3.5	0.0	2.1	11.4	2.3	8.3	9.1	0.0	5.3	16.7	6.6
Other clerical workers	10.4	10.4	0.0	10.6	13.6	10.6	20.8	21.4	0.0	19.8	20.0	18.9
Craftsmen, foremen & related	17.3	18.4	31.3	11.9	15.9	12.0	0.5	0.6	0.0	0.0	0.0	0.0
Construction craftsmen	5.4	4.9	0.0	7.9	15.9	8.3	NA	NA	NA	NA	NA	NA
Mechanics & repairmen	4.0	4.7	0.0	1.1	0.0	0.9	NA	NA	NA	NA	NA	NA
Machinists & other metal craftsmen	0.9	1.1	0.0	0.0	0.0	0.0	NA	NA	NA	NA	NA	NA
Other craftsmen	7.0	7.7	31.3	3.0	0.0	3.6	NA	NA	NA	NA	NA	NA
Operatives, except transport	6.7	7.2	0.0	4.9	0.0	4.3	1.6	1.6	0.0	1.6	0.0	1.3
Durable goods mfg.	0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable mfg.	5.2	5.3	0.0	4.9	0.0	4.3	0.3	0.0	0.0	1.6	0.0	0.0
Nonmanufacturing	1.4	1.7	0.0	0.0	0.0	0.0	1.3	2.5	0.0	0.0	0.0	1.3
Transport equip. operatives	1.9	1.7	0.0	2.6	0.0	2.3	0.0	0.0	0.0	0.0	0.0	0.0
Laborers, nonfarm	8.6	8.9	0.0	7.9	0.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0
Service, exc. priv. households	16.9	14.2	68.8	27.2	36.4	29.2	23.8	21.7	100.0	28.3	30.0	32.0
Cleaning & food service	9.5	7.1	37.5	19.4	15.9	19.6	11.8	11.7	54.5	11.8	0.0	12.3
Protections service	1.6	1.8	0.0	0.9	0.0	0.8	0.0	0.0	0.0	0.0	0.0	0.0
Personal, health & other services	5.8	5.4	31.3	7.0	20.5	8.9	12.0	10.5	45.5	16.6	30.0	19.7
Private household workers	2.8	2.0	0.0	6.4	0.0	5.7	7.2	5.2	0.0	16.0	0.0	13.2
Farm workers	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Notes: NA = Not Available

* Sum of Spanish Speaking and all races except white. Some duplication possible since Spanish-Speaking may include non-white as well as white.

The percentages in this table for Total, White, Black, Other and Spanish-Speaking relate to the vertical totals of each column. Minority Group columns contain percentages relative to the total for that group. For further horizontal detail see Table 3a.

and Spanish-Speaking relate to the vertical totals of each occupation's employment total (horizontal distribution).

Source: Census of Population, 1970 and 1978 Research and Analysis Section, Alaska Department of Labor

Sitka

Table 1a. Occupation of Employed Persons by Sex & Minority Status, 1970
(Horizontal Distribution)

	Both Sexes					Females Percentage of Total Employed				
	Total	White	Black	Other Races	Spanish- Speaking	Total	White	Black	Other Races	Spanish- Speaking
Total, All Occupations, Number.....	100.0	81.1	0.6	18.3	1.7	38.8	31.1	0.4	7.3	1.2
Professional, Technical and Related.....	100.0	82.4	0.0	17.6	0.6	47.0	41.0	0.0	6.0	0.6
Engineers**.....	100.0	76.7	0.0	23.3	0.0	**	**	**	**	**
Medical and Health Workers.....	100.0	88.7	0.0	11.3	3.1	87.8	76.5	0.0	11.2	3.1
Teachers, Elementary + Secondary Schools.....	100.0	90.1	0.0	9.9	0.0	39.5	36.2	0.0	3.3	0.0
Other Professional Workers.....	100.0	74.3	0.0	25.7	0.0	39.4	33.0	0.0	6.4	0.0
Nonfarm Managers and Administrators.....	100.0	85.5	0.0	14.5	3.4	33.0	25.2	0.0	7.8	3.4
Sales Workers.....	100.0	93.5	0.0	6.5	0.0	59.0	52.5	0.0	6.5	0.0
Retail Stores.....	100.0	92.4	0.0	7.6	0.0	61.0	53.4	0.0	7.6	0.0
Other Sales Workers.....	100.0	100.0	0.0	0.0	0.0	55.6	55.6	0.0	0.0	0.0
Clerical Workers.....	100.0	82.9	0.0	17.1	3.1	83.1	69.7	0.0	13.4	3.1
Secretaries, Stenographers and Typists.....	100.0	88.0	0.0	12.0	6.0	100.0	88.0	0.0	12.0	6.0
Other Clerical Workers.....	100.0	81.3	0.0	18.7	2.2	77.6	63.8	0.0	13.8	2.2
Craftsmen, Foremen and Related.....	100.0	86.3	1.1	12.6	1.6	1.1	1.1	0.0	0.0	0.0
Construction Craftsmen**.....	100.0	73.4	0.0	26.6	5.0	**	**	**	**	**
Mechanics and Repairmen**.....	100.0	95.1	0.0	4.9	0.0	**	**	**	**	**
Machinist and Other Metal Craftsmen**.....	100.0	100.0	0.0	0.0	0.0	**	**	**	**	**
Other Craftsmen**.....	100.0	89.4	2.8	7.8	0.0	**	**	**	**	**
Operatives, Except Transport.....	100.0	86.7	0.0	13.3	0.0	9.3	7.6	0.0	1.7	0.0
Durable Goods Manufacturing.....	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nondurable Goods Manufacturing.....	100.0	82.8	0.0	17.2	0.0	2.2	0.0	0.0	2.0	0.0
Nonmanufacturing.....	100.0	100.0	0.0	0.0	0.0	36.1	36.1	0.0	0.0	0.0
Transport Equipment Operatives.....	100.0	74.5	0.0	25.5	0.0	0.0	0.0	0.0	0.0	0.0
Nonfarm Laborers.....	100.0	83.4	0.0	16.6	0.0	0.0	0.0	0.0	0.0	0.0
Service Workers exc. Private Household.....	100.0	68.1	2.5	29.4	3.7	54.7	40.0	2.5	12.2	0.7
Cleaning and Food Service Workers.....	100.0	60.4	2.4	37.2	2.8	48.2	36.7	2.4	9.0	0.0
Protective Service Workers.....	100.0	90.2	0.0	9.8	0.0	0.0	0.0	0.0	0.0	0.0
Personal, Health + Other Svs. Workers.....	100.0	74.8	3.3	21.9	6.0	80.5	56.4	3.4	20.8	2.0
Private Household Workers.....	100.0	58.3	0.0	41.7	0.0	100.0	58.3	0.0	41.7	0.0
Farm Workers 1/.....	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

** Not Available for Women.

1/ Farmers, Farm Managers, Farm Laborers and Foremen.

NOTE: It was brought to our attention that the information in Table 3 would be more useful in the form of a horizontal distribution as presented in this table. If there are any further improvements that can be made to the contents of this publication in terms of data arrangement, please contact the Research & Analysis Section of the Alaska Department of Labor.

Sitka

Table 4. Occupation of Job Applicants at Job Service Centers,
by Sex & Minority Status for the Month of March, 1980

Major Occupational Group	Total	Women		Minority Group	
		Number	% of Total	Number	% of Total
Experienced					
Total.....	336	136	40.5	87	25.9
Professional, technical & managerial.....	31	16	51.6	3	9.7
Clerical & sales.....	68	64	94.1	15	22.1
Service.....	67	40	59.7	27	40.3
Farming, fishery, forestry & related.....	32	7	21.9	8	25.0
Processing.....	10	3	30.0	4	40.0
Machine trades.....	9	1	11.1	2	22.2
Bench work.....	2	0	0.0	1	50.0
Structural work.....	64	2	3.1	15	23.4
Miscellaneous.....	53	3	5.7	12	22.6
Inexperienced					
Total.....	88	50	56.8	34	38.6
Professional, technical & managerial.....	4	0	0.0	0	0.0
Clerical & sales.....	32	28	87.5	12	37.5
Service.....	19	15	78.9	8	42.1
Farming, fishery, forestry & related.....	11	5	45.5	4	36.4
Processing.....	2	1	50.0	1	50.0
Machine trades.....	3	0	0.0	2	66.7
Bench work.....	0	0	0.0	0	0.0
Structural work.....	13	1	7.7	4	30.8
Miscellaneous.....	4	0	0.0	3	75.0

NOTE: The figures shown here include an undetermined amount of duplication because many applicants are listed under more than one occupational group.

Source: Research and Analysis Section, Alaska Department of Labor.

For your File

STATE OF ALASKA
THE LEGISLATURE

POUCH Y - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800


LEGISLATIVE AFFAIRS AGENCY

MEMORANDUM

May 21, 1981

SUBJECT: Equal employment opportunity in the
executive branch of state government
(Work Order Number 12-1781)

TO: Senator Richard I. Eliason

FROM:  Linn H. Asper
Legislative Counsel

You have requested a sectional analysis of CSSB **248**. This bill attempts to insure equal employment opportunity in the executive branch of state government by establishing a division of equal employment opportunity in the Department of Administration.

Sec. 1. Indicates that there is a continuing need to assist persons to obtain employment in the executive branch of the state government if they are members of groups which are discriminated against in employment. Finds that an aggressive affirmative action program is required to provide equal employment opportunities in the executive branch. Describes the groups of people who require assistance, including several groups not usually included in anti-discrimination legislation, such as persons discriminated against because of their marital status, change in marital status, pregnancy, parenthood or other reasons not related to merit.

Sec. 2. Amends AS 44.21.020 to expand the duties of the Department of Administration to include administration of the equal employment opportunity effort described in the Act.

Sec. 3. Adds a new chapter to Title 39 dealing with equal employment opportunity. Creates the division of equal employment opportunity in the Department of Administration. States the duties of the director of the new division in administering an equal employment opportunity program in the

Senator Richard I. Eliason
Page 2
May 21, 1981

executive branch. Requires preparation of an annual affirmative action plan and an annual report by the director to establish goals for equal employment opportunity and evaluate the success of efforts to achieve equal employment opportunity in the executive branch. The plan and report are to be presented to the commissioner of administration, the governor, and the legislature.

Sec. 4. Places an affirmative duty on the principal executive officers of departments in the executive branch to become involved in the equal employment opportunity program and to prepare affirmative action plans for the departments they are in charge of. They must also employ an equal employment opportunity officer in their departments.

LHA:ljb

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

OFFICE OF THE COMMISSIONER

JAY S. HAMMOND, GOVERNOR

POUCH C

JUNEAU, ALASKA 99811

465-2200

March 24, 1981

Honorable Vic Fischer
Senate State Affairs Committee
Pouch V
Juneau, Alaska 99811

Dear Senator Fischer:

The Department of Administration is, for several reasons, unable to support Senate Bill No. 248 requiring legal enforcement of affirmative action plans and programs within the Executive Branch by the Division of Equal Employment Opportunity (EEO).

The Office of Equal Employment Opportunity was established by Governor Egan in 1972 to: advise and provide guidance to the Executive Branch in matters pertaining to discrimination in employment and affirmative action; to assist agencies of the Executive Branch to implement plans and programs which identify systems or practices with exclusionary impact on minorities and women or which perpetrate effects of previous discrimination; to take voluntary affirmative actions in relation to identified problems; and by so doing, assure compliance in order to alleviate as much as possible the legal remedies required in conciliation on agreements or by the courts when discrimination is found.

First, Senate Bill No. 248 would, in our opinion, create an antagonistic atmosphere between the Division of Equal Employment Opportunity and the agencies they advise by placing the Division in an adversarial role and thereby severely limiting efforts of the Executive Branch to voluntarily eliminate discriminatory practices and systems which may exist.

Second, there is, as you are aware, already an independent agency of the State which has statutory responsibility for pursuing enforcement actions against the Executive Branch (i.e., the Alaska State Commission for Human Rights). The Commission is also responsible for pursuing enforcement actions against all employers in the State, both public and private.

Third, while Senate Bill No. 248 addresses EEO responsibilities in the Executive Branch, it wholly ignores those same responsibilities in the Judicial and legislative branches over which we have no control.

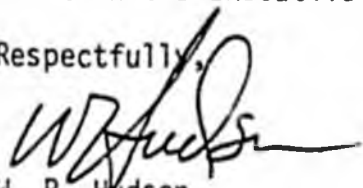
Honorable Vic Fischer
Senate State Affairs Committee
Page 2

March 24, 1981

Fourth, Senate Bill No. 248 will not allow the flexibility necessary to management in the rapidly changing field of Equal Employment Opportunity because it places into law functions of the Division which would then require a lengthy process to change or modify.

Although we are totally committed to affirmative action and equal employment opportunity, we believe that there are sufficient complaint and enforcement avenues (e.g., Human Rights Commission, Ombudsman, U. S. Equal Employment Opportunity Commission, U. S. Office of Federal Contract Compliance, U. S. Office of Revenue Sharing and employee labor organizations) available. We would prefer to direct the efforts of the Division of Equal Employment Opportunity to those preventative measures which will minimize any need for enforcement actions within the Executive Branch.

Respectfully,



W. R. Hudson
Commissioner

WRH/mjc

CC: Honorable Frank Ferguson
Keith Specking
Judy Crondahl
Aaron Isaacs

PLEASE NOTE: THE FOLLOWING PAGES WERE TREATED
AS A UNIT IN THE ORIGINAL DOCUMENT

PETER C. ROBERTSON
3829 N. WOODROW STREET
ARLINGTON, VA 22207
(703) KEG-9287

TO: Niel Thomas
Executive Director
Human Rights Commission

DATE: March 19, 1981

FILE NO:

TELEPHONE NO:

FROM: Peter C. Robertson

SUBJECT: Program of Affirmative
Action in Alaska State
Government Employment

INTRODUCTORY:

At your request, and pursuant to contract number ASCHR-PS-21, I attended a meeting of the Alaskan State Commission for Human Rights in Anchorage, Alaska on Friday, January 16, 1981 together with members of the agency Senior Staff, Attorney General Wilson Condon, and Assistant Attorney General Carolyn Jones. Among the issues discussed was the nature and extent of potential employment discrimination in Alaska State government and the appropriate role of the Human Rights Commission in working with other government agencies and officials to deal with that discrimination.

As I perceived it, the goal of all those present was to find a responsible way to identify potential systemic discrimination in State government employment and to develop a program for the elimination of such potential discrimination voluntarily rather than through an enforcement mechanism involving either the action of the Alaskan Human Rights Commission under State law or potential law suits by private parties and/or the Federal government. At the conclusion of the meeting you asked that I prepare a memo outlining my thoughts on the discussion and possible ideas for a program to implement these goals. The material outlined below responds to that request. It should not be read as a rigid specific action plan but rather as a list of my thoughts concerning the potential elements that might be in such a plan together with some background material that leads me to those thoughts.

Before presenting my outline there is one overriding thought I wish to express. I was consistently impressed throughout my entire visit with the ability and high-level of commitment of all of the Alaska State officials with whom I had the pleasure and opportunity to meet. The State is particularly fortunate in having a group of Commissioners such as those who serve on the State Commission for Human Rights. Those Commissioners are, in turn, fortunate in having a highly skilled and dedicated staff including yourself, your attorney, and the group of managers with whom I met.

Without in any way detracting from these statements I would particularly single out Attorney General Condon, and Assistant Attorney General Jones who serves both him and your Commission. The office of Attorney General in the 50 states is confronted with an extremely delicate law enforcement/ political/managerial problem. As the chief law enforcement official for the State the Attorney General has an obligation to see that the laws are effectively administered and enforced. Your State Human Rights Law specifically assigns to him the responsibility that he assist your agency in enforcing the laws prohibiting discrimination. At the same time, as counsel for State agencies in their capacity as employers he has an obligation to defend them if and when they are the subject of legal proceedings. This extremely difficult role which requires a major effort to balance apparently conflicting obligations is one that many Attorneys General don't even understand much less handle in a responsible fashion. I was extremely impressed with the extent to which your Attorney General not only understood the sensitivity of his dual role but also was prepared to deal with it by providing State government agencies in their capacity as employers with responsible advice on the nature of the obligations they confront in complying with anti-discrimination law, yet at the same time standing ready to defend them should an adversary proceeding arise. I consider his understanding of the problem and his willingness to devote both his own personal energies and the resources of his Assistant Attorney General to its solution to be one of the most significant assets which the State of Alaska has at this time.

I. BACKGROUND OF THE PROBLEM:

The background of this issue involves the evolving legal definition of employment discrimination, the failure of most employers to understand the definition, and the unique problems which are confronted in achieving voluntary compliance within the context of the State government:

A. Nature of Discrimination:

When Title VII of the Civil Rights Act of 1964 was first passed, employment discrimination was perceived by most human beings and by the legal system pretty much as it was then defined in the average dictionary. Discrimination was a synonym for bias, bigotry or prejudice. Discrimination involved deliberate or intentional acts subjectively motivated by an evil state of mind against Blacks, Natives, Indians, Chicanos, or women. The Federal administrative agency assigned to enforce the law (EEOC) quickly understood that the underlying statistical problems which had led to the passage of anti-discrimination

legislation (the gap in the unemployment rate, the gap in occupational distribution, and the gap in wage rates between minorities and women and their counterparts) would simply not yield to a law enforcement strategy that focused only on identifying and eliminating bias. Based upon a careful analysis of the legislative history, EEOC rapidly developed a "systemic" definition of discrimination which looked initially at those elements in the employers' practices which had an adverse impact on minorities and women (contributing to the statistics outlined above) and then shifted the burden of proof to the employer to justify the business necessity of those practices. In short, systemic discrimination was said to exist if an employment practice had an adverse impact and could not be justified by business necessity. The business necessity justification focuses on two elements:

- does the practice with the adverse impact contribute to the safe and efficient operation of the business, and
- does the employer have a responsible alternative practice that would equally well achieve the business purpose advanced with a lesser adverse racial, sex or national origin impact?

In this context remedies sought by EEOC and enforced by the courts rapidly shifted from isolated actions designed to "make whole" individual victims of bias. In addition the courts identified systems with an adverse impact that could not be justified and required employers to eliminate them and substitute new systems that would both eliminate adverse impact and serve the employers' legitimate business (or "operational") needs.

B. Employer Perception of this Change:

One of the most serious problems that confronted agencies in obtaining voluntary compliance with anti-discrimination law was the fact that most employers failed to perceive the nature of the change in the legal standard. This phenomenon was pointed out by committees in both Houses of Congress in 1972 when they reviewed the 1964 voluntary conciliation mechanism which had originally been established for Title VII. Both Houses of Congress advanced the hypothesis that the voluntary conciliation mechanism had failed primarily because the average employer lacked the "technical perception" to recognize that

its system was discriminatory. This led to a fundamental disagreement with the government officials attempting to achieve voluntary compliance and the resulting impact led Congress to give EEOC enforcement power, in a sense, to provide some muscle which would encourage the employers to begin thinking systemically.

C. Status of Voluntary Remedies Under Federal Law:

The evolution of federal law provides a broad and strong platform for responsible voluntary affirmative action including action of a race- sex- or national origin-conscious nature. That evolution has the following elements:

1.) Definition of Discrimination:

In the case of Griggs v. Duke Power the Supreme Court adopted the view that an employment practice which "operates to exclude" minorities and women¹ is illegal unless it could be demonstrated to meet the business necessity standard.

2.) Alternate Practices and Remedies:

In Moody v. Albamarle Paper Company the Supreme Court held that the business necessity justification required an employer not only to justify the practice but to deal with the possibility that there were alternate practices available

1 In actuality Griggs was a "Black" case, but the principle was later extended to women in the Dothard case as extending to all protected race, sex, ethnic and religious groups under Title VII.

which have a lesser adverse impact.² Moody also imposed strong backpay remedies and gave as one policy reason for doing so that the relatively certain prospect of remedies would become a catalyst to inspire employers to voluntary compliance.

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- 2 There is some dispute under Federal law as to precisely where the burden of proof rests on the issue of identifying alternatives. For example, in Moody the Supreme Court stated that even if an employer demonstrates that a test is valid it is still open to the charging party to show the availability of a suitable alternative practice. This has led to a dispute between government enforcement agencies and employers as to where the burden lies, with some government enforcement agencies saying that the employer has a burden to demonstrate the absence of an alternative and some employers stating that the government has the full obligation to show the availability of the alternative. The government somewhat straddled this burden of proof issue in the Uniform Guidelines on Employee Selection Procedures where it stated the principle that if there were alternatives available the employer had to use them and imposed upon an employer a burden of seeking out such alternatives as part of any validation study. It appears that this dispute is irrelevant under the Alaska Law because, consistent with the holding of your State Supreme Court in the Wondzell case it appears that you have adopted a somewhat broader interpretation than the federal uniform guideline. I refer, of course, to the language in proposed section 910(c) of your new regulations which section holds, in relevant part that:

(c) In employment it is a defense to a complaint of unlawful discrimination to establish by clear and convincing evidence that a distinction prohibited by A.S. 18.80.220(a)(1) is required by business necessity or the reasonable demands of the position. "Business necessity" or "reasonable demands of the position" means that the distinction is necessary to the safe and efficient operation of the business; the business purpose is sufficiently compelling to override any discriminatory impact; the challenged business practice efficiently carries out the business purpose it is alleged to serve, and there is no available or acceptable policy or practice which would better accomplish the business purpose advanced to accomplish it equally well with less discriminatory impact on the complainant.

3.) Voluntary Compliance and Affirmative Action:

In the Weber case the Supreme Court noted that the incentive towards the voluntary compliance which it anticipated in Moody had, in fact, begun to bear fruit and that employers had begun to develop a fairly wide range of remedies including numerical remedies of a race-, sex-, ethnic or national origin conscious nature". In the Weber case the employer had changed the system by which employees entered into craft jobs (by eliminating a previous experience requirement and substituting an in-house training program) and had provided for a voluntary numerical remedy of a race-conscious nature (50% of the training positions were to be opened for Black employees even if this required entry into the training program out of seniority order). The Supreme Court held that the new system was not prohibited by Title VII because the voluntary action mirrored the purposes of Title VII, it did not unnecessarily trammel the rights of White workers, it did not provide absolute preference for Blacks, and it was temporary.

The Supreme Court specifically suggested that an employer confronted with the problems which the Kaiser Aluminum Company perceived could either deal with those problems by waiting for court or administrative enforcement or it could deal with them by methods of its own choosing within the framework of "traditional management prerogatives". Obviously the Court saw a policy preference for voluntary action. (Incidentally, even though we did not discuss the Weber case during the meeting in your office, the language which the Supreme Court used in the last several paragraphs of Weber parallel the statements made by Attorney General Condon during our meeting, in which he pointed out the advantage to his clients (state government agencies in their employing capacity), of developing their own changes without having remedies imposed upon them by an enforcement process).

3 While Weber dealt only with private employment and with race-conscious voluntary action, its reasoning clearly would apply to the wide range of groups covered by Title VII and to all employers including governmental.

D. APPLICATIONS OF THESE THOUGHTS TO STATE GOVERNMENT AS AN EMPLOYER:

Several additional comments are appropriate as the above outline of principles are applied to state government in its capacity as an employer:

1.) Same principles apply:

When Congress extended Title VII to cover government (federal, state and local) as an employer in 1972 both Houses of Congress made legislative history that the laws were to be interpreted to prohibit discrimination in state government in the same fashion as had already been accomplished in the private sector. Both Houses in their committee reports pointed out that government employment had the same kind of systemic discrimination problems that had been found to exist in the private sector.

While most of the discussion of specific employment discrimination focused on the Federal government and the quotations which I am outlining below were directed at the practices of the Federal government there was language elsewhere in the reports suggesting that the same employment discrimination problems existed in state government and that the same legal principles should apply in dealing with them.

The report of the House Committee on education and labor directed the attention of the Federal government to "its own practices and procedures which themselves may raise questions of systemic discrimination". The same report stated that it was important for those who administered the government's personnel systems to gain "expertise in recognizing and isolating the various forms of discrimination which exist in the system" (emphasis added) and the report stated, further, that discrimination in employment was no longer "a problem of malicious intent on the part of individuals" but required, instead, an examination of:

"Civil Service selection and promotion requirements (which are) replete with artificial selection and promotion requirements which place a premium on paper credentials which frequently prove of questionable value as a means of predicting actual job performance."

In similar language, the Senate Committee on Labor and Public Welfare (Legislative History, pp. 423-425) said that the evolving definition of discrimination should be applied to government employment practices and that it was important to note that "discrimination is institutional, rather than merely a matter of bad faith".

The Committee paralleled the House Committee language and urged the development of expertise "in recognizing and isolating the various forms of discrimination which exist in the system". It directed the Civil Service Commission to deal with "the various forms of systemic discrimination in the system." It questioned the assumption "that employment discrimination in the Federal government is solely a matter of malicious intent on the part of individuals" and specifically picked up the technical perception language that it had earlier applied to the private sector by noting:

"Civil service selection and promotion techniques and requirements are replete with artificial requirements that place a premium on paper credentials. Similar requirements in the private sectors of business have often proven of questionable value in predicting job performance and have often resulted in perpetuating existing patterns of discrimination (see e.g., Griggs v. Duke Power, supra, note 1)."

The Committee urged:

"A thorough reexamination of [the Federal government's] entire testing and qualification program to ensure that the standards enunciated in the Griggs case are fully met."

It urged the development of "remedies...to correct systemic discrimination...".

In terms of substantive standards to be applied to all areas of new jurisdiction, including the Federal government as an employer, the section-by-section analysis of the Conference Committee report said (Legislative History, p. 1894) that:

"In any area where the law does not address itself, or any areas where a specific contrary intention is not indicated, it was assumed that the present case law as developed by the courts would continue to govern the applicability and construction of Title VII." (Emphasis added)

The Supreme Court, incidentally, has also spoken to this issue since the passage of the 1972 Act, when it said in Morton v. Mancari, (1974) that:

"In general...the substantive anti-discrimination law embraced in Title VII was carried over [by the 1972 Act] and applied to the Federal government."

This, then, is the context in which Congress decided to extend the jurisdiction of Title VII to cover federal, state and local governments as employers.

2. Problems of Voluntary Compliance in State Government:

During our meeting Attorney General Condon and others pointed out that one of the problems of achieving voluntary compliance in state government was the misplaced perception on the part of most state government managers that if they had eliminated bias, bigotry and prejudice from their employment practices they were in compliance. As I understood the conversation it was generally accepted that many managers and department heads in state government in Alaska were unaware of the changing legal technology which held them responsible for their employment systems and practices which might have an adverse impact and be unjustifiable by the business necessity standard. The situation in Alaska is by no means unique. We have already pointed out (see p. 3, paragraph B above) that voluntary compliance by private employers (prior to 1972) was often not forthcoming because those employers, their personnel managers and their attorneys, lacked the "technical perception" to understand systemic discrimination and to recognize that their own employment systems were potentially discriminatory. In the same committed reports Congress pointed out that this

lack of an appropriate technical perception of systemic discrimination which had dogged the footsteps of private employers could also be attributed to governmental employers.

While the committee reports in commenting on a governmental lack of technical perception concerning systemic discrimination were directed primarily to the federal government in its capacity as an employer it is clear from the context that Congress believed the same problem, as already identified during our discussion in Anchorage, could be attributed to State government managers, attorneys, and personnel officials. Thus, I believe, if any program of voluntary compliance to eliminate potential systemic discrimination is to be successful in the State of Alaska it must specifically address the technical perception of Alaskan State government managers and department heads and assist them in understanding the present State of the law and in understanding what we came to call during our meeting the "no fault" approach. This should lead them to understand that by adopting and implementing voluntary remedies, they are in no way conceding that they have been "bad" or "blameworthy" in the past.

3.) Unique Problems of State Government:

Having suggested that the nature of systemic discrimination and the problems of the managerial technical perception in state government parallel those previously identified in the private sector, it is important to recognize that there is one particularly unique aspect of the state government situation which must be dealt with if a voluntary compliance program is to be effective. This unique element flows primarily from the fact that state government employment systems are established, in part, by the state statutes establishing state civil service or merit systems. A second element contributing to the unique problems which confronts state government is the political context within which a manager operates when he perceives a potential violation (or simply wants to avoid one) and takes voluntary action to change his practices. Because of these issues I believe that a state government voluntary affirmative action program will not work unless the chief legal officer of the state provides strong

support to state government managers and attorneys on two issues:

- that a state government civil service system mandating an employment system with an adverse impact is potentially illegal as a matter of federal and state law if it cannot be justified, and that a state government manager has the authority to modify that system to the minimal extent necessary to avoid a potential violation of federal law⁴.
- that a state government official has the authority to negotiate a voluntary conciliation settlement in the context of a specific complaint including, where appropriate, backpay.

4 There is a precedent for a state attorney general to proceed in this fashion. For example, in the early days of Title VII private employers were the target of complaints filed by females who were not hired and they defended on the ground that state "protective" laws prohibited the employment of women in certain positions (for example those working in excess of certain hours or requiring the lifting of certain weights). After a number of federal district courts had held that state protective laws mandating such exclusionary employment practices violated Title VII and were superceded thereby, attorneys general in other states began to issue attorney general opinions to state industrial commissions and similar agencies advising them that it was inappropriate to consider enforcing such state protective legislation. I believe a wide range of federal district and appellate court decisions establishing a principle that state civil service statutes are suspended to the extent necessary to provide compliance with Title VII would provide a basis for a state attorney general opinion advising state government that it could take these steps voluntarily without waiting for a lawsuit. As I understand it, there is a precedent for this in the State of Alaska in the form of an attorney general letter issued in December, 1964 advising the Human Rights Commission that the U.S. Constitution precluded a personnel rule then in effect limiting state employment to American citizens.

E. MANAGERIAL SYSTEM:

Effective voluntary compliance with federal anti-discrimination legislation through the mechanism of an affirmative action compliance plan requires the development of a managerial system. The suggestion in the Weber case that an employer with a potential violation can come into compliance either through a lawsuit or through means of its own choosing consistent with traditional management prerogatives has been mirrored in a wide range of court cases and federal regulations. For example, the Uniform Guidelines on Employee Selection Procedures adopted by five federal agencies and specifically applicable to the employment practices of state and local government advances the principle that an employment practice with an adverse impact can be dealt with by a state government employer either by attempting to justify the business necessity for the practice or by modifying the practice to eliminate its adverse impact. If the elimination of adverse impact over a three year period would, for example, require the hiring of 100 additional individuals, many private employers have found that the most effective way to reduce their potential liability is to treat the process of hiring those 100 additional employees as a managerial rather than an employment discrimination problem. In the same fashion that a company with a manufacturing reject rate of 10%, which desired to reduce the rate to 4% over three years would establish a managerial reporting system for each of its production lines on a monthly basis designed to assure that they were moving toward that goal, so have employers established managerial and reporting systems to assign goals to each manager to determine on a monthly, quarterly (or other appropriate) basis the extent to which each manager had contributed to the goal. An effective managerial system to achieve this would have, to the minimum, three elements, stages or levels:

- the announcement by top management of the specific goal and the time by which it was to be achieved (reduce reject rate in three years; hire 100 minorities and women in three years etc.) and a requirement that each operating division establish a plan for meeting its portion of a goal and establish a system for reviewing the extent to which each individual manager contributed to the goal.

- the establishment of an operating plan for each operating division.
- the establishment of a performance review system designed to establish the obligations of each individual manager in terms of compliance including, but not limited to, a statement in the job description and performance requirements for each managerial position of the managerial responsibility.

II. THE ALASKAN SITUATION:

Clearly the climate and situation in the State of Alaska is receptive to the development of a significant, responsible and effective affirmative action program for achieving voluntary compliance in state government. There is a good and comprehensive law on the books, and it has been interpreted effectively by the State Supreme Court to be at least as broad as Title VII of the Civil Rights Act of 1964.

III. SOME GENERAL BACKGROUND INFORMATION FROM OTHER STATES:

Before outlining some specific thoughts about an Alaskan program it is useful to outline some random thoughts about developments elsewhere:

A. Michigan -- A Coordinating Council:

Many states have recognized that an effective state program for dealing with discrimination in state government will require the coordination of the state enforcement agency, the state personnel system, the attorney general's office, and the governor's office. One state that has taken a leadership role in this regard is the State of Michigan.

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5. See, for example, provisions of the Civil Service Reform Act in the federal government which mandated the establishment of a performance appraisal system for all senior managers and specifically mandated that one of the elements each agency must include in the performance appraisal system is the extent to which those managers implement equal employment opportunity and the affirmative action requirements.

Specifically, Governor William G. Milliken has issued an Executive Order establishing a Michigan Equal Employment Opportunity Council with the Lieutenant Governor as Chairman and as members of the Directors of the Human Rights and Civil Service Commissions and the Attorney General. A copy of Guidelines and other publications issued by this Council is attached to this memorandum as an appendix.

B. Importance of a One-to-One Relationship in Review System:

Many states have adopted a requirement either by statute or executive order that all state agencies prepare an affirmative action plan. It is my perception that those states in which the planning process has been the most effective in achieving real change have been the states in which there has been the kind of coordination outlined in Michigan, above, and the states in which someone responsible for managing and overseeing the affirmative action process or responsible for providing legal advice to top managerial officials in state government has developed a one-to-one working relationship with the chief department heads in state government and has specifically worked with them in implementing a voluntary compliance program. For example, the State of Connecticut requires an affirmative action plan from each agency and requires the submission of that plan to the State Commission on Human Rights and Responsibilities. Each state agency head then meets for a one-to-one review of the plan with the Executive Director of the State Commission.

C. Court Approval of State Voluntary Remedies:

Several State Supreme Courts have given approval to the voluntary remedial approach, including a race or sex conscious requirement, in state government. For example:

-- In Price v. Civil Service Commission, Sacramento County, 21 FEP cases 1512 (January 25, 1980) the California Supreme Court dealt with the question of whether:

"A governmental entity may voluntarily adopt a race-conscious, affirmative action hiring program of limited duration to alleviate an underrepresentation of minor-

ity employees which the entity finds is attributable to its own past discriminatory practices."

The Court was dealing with a "minority preference appointment" rule adopted by the Civil Service Commission of Sacramento County in 1974 after the Commission had held hearings in an attempt to ascertain the reasons for underrepresentation of minorities and women and had determined that its "traditional Civil Service procedures" contained a variety of "significant, although apparently inadvertent, discriminatory features." Under the terms of the rule, if the county Civil Service Commission found "after a public hearing" that the underrepresentation of minority personnel in the particular classification was caused by "discriminatory employment practices" and that it was feasible to ameliorate such underrepresentation "by requiring that minority persons on an eligible list be appointed on a preferential basis" the commission can order that minority personnel be appointed to the classification involved in accordance with an alternating ratio until a specified number of minority persons had been hired.

The California State Supreme Court found that the application of this rule to the position of Attorney I in the District Attorney's office in such a fashion that appointments to that position "shall be made on the basis of an alternating ratio of 2:1 so that at least one minority person is appointed for every two non-minority persons" and that such a ratio should be applied "only until the percentage of the minorities in the classes of Attorney I and Attorney II in the District Attorney's office is 8 percent," was legitimate, and that the county was authorized to adopt such a program to overcome the effects of past discrimination and that in so doing it did not violate the anti-discrimination provisions of Title VII of the Federal Civil Rights Act or the comparable anti-discrimination provisions of the Sacramento County Charter and the state Fair Employment Practices Act.

It is interesting to note that this opinion was written by the same court which earlier wrote the Nakke opinion which is often cited by state government officials as making race or sex conscious affirmative action programs inappropriate

and illegal in state government employment. Instead of focusing on the Bakke opinion, the Price court draws extensively on the United States Supreme Court opinion in the case of United Steelworkers v. Weber, 443 U.S. 193, 20 FEP Cases 1.

- In Lindsay v. City of Seattle, 12 FEP Cases 1440 (1976), the Washington State Supreme Court approved a race-conscious affirmative action plan. The City had surveyed its own employment practices and had determined that there was a risk that they might be found in violation of anti-discrimination requirements and had adopted a series of policies and procedures to avoid that risk. Specifically, the Mayor had adopted an affirmative action program by Executive Order; the City Council had adopted an ordinance with provisions designed to "achieve equality of city employment opportunities for members of minority races;" the Engineering Department had adopted a departmental policy statement which established as a goal the achievement of ratios of minority employment "comparable to the ratios of...minorities in the Seattle community"; and the Civil Service Commission had adopted a "selective certification" amendment to the traditional "rule - of - five" used to certify qualified eligibles for a vacancy.

Under the selective certification rule a department head subject to approval by The Directors of the Civil Service Commission and the Department of Human Rights could request the certification of a qualified minority below the top five on the list when such action was believed necessary to avoid a violation of anti-discrimination laws. The State Supreme Court sustained the rule as a written and as applied to the detriment of a white engineer whose ranking was higher than a black who was certified and hired.

The Court, pointing out the potential liability faced by the city in a potential Title VII suit based on the adverse impact and lack of validity of its existing procedures, and pointing to the Title VII preference for voluntary compliance said that the procedure did not violate either state or federal law.

- In Chmill c. City of Pittsburgh, 22 FEP cases 742 (1980) the Pennsylvania Supreme Court sustained a "dual certification procedure" used by

the City of Pittsburgh pursuant to which its Civil Service Commission certified ten whites and ten blacks for positions in the fire department based upon their passing a physical ability test and without regard to their rank on an earlier written test whose validity was in doubt and which had adverse impact on blacks.

The Sacramento action was completely voluntary; the Seattle action appears to have been adopted voluntarily but after earlier federal law suits; and the Pittsburgh action was taken in a context where there was an outstanding consent decree in an earlier Federal suit. All three States speak of the strong Federal and State policy in favor of voluntary compliance and make it clear that such action can include race-conscious steps. An Alaska Attorney General Opinion (May 20, 1976) contained similar reasoning when it approved an Interim Relief Agreement in which the Divisions of Alaska State Troopers and Fish and Wildlife Protection of the Department of Public Safety agreed to the appointment of one-third of commissioned officer openings with otherwise qualified minority and/or female applicants. The opinion pointed out that there are situations which "necessitate the consideration of the race and sex of otherwise qualified applicants."

D. Midwest Intergovernmental Equal Employment Opportunity Coordinating Committee:

One of the leading organizations in developing new and imaginative approaches by state government to the affirmative action issue has been M.I.E.E.O.C. Recently, this organization has obtained from the Bureau of Intergovernmental Personnel Programs a grant to hold a meeting of all the state level affirmative action officials to share their expertise in the development of responsible state government affirmative action programs.

E. Detroit Meeting:

The meeting described in the previous paragraph will be hosted by the Governor and Personnel Director of the State of Michigan and will be held in Detroit at the Hotel Pontchartrain on April 9-12, 1981. Attach-

ment 3 contains some of the material on this conference.

IV. SPECIFIC IDEAS FOR AN AFFIRMATIVE ACTION PROGRAM IN ALASKA IN STATE GOVERNMENT:

Outlined below are a number of thoughts about elements that might be included in your thinking as you begin the process of developing a program for affirmative action in Alaska state government:

A. Announcement of program by the Governor:

The first step would be a written document by the Governor announcing (either by Executive Order or otherwise) a statewide affirmative action program for employment in Alaska state government. The tone of this document would be to establish the effective implementation of the program as a managerial rather than a human rights problem. The initial focus of such an order from the Governor should contain a strong statement of his commitment the goals of equal employment opportunity in affirmative action. However, unlike most traditional statements which stop at that point, it should specifically point out that private employers have recognized that "real commitment" involves the commitment of resources and the development of a managerial system to achieve those goals and it should indicate that his order is design to start the process of allocating those resources and developing that management system.

Obviously if the foundation for the program can include the adoption by the legislature of the principles which I have mentioned here, that would be preferable. First it gives greater support to the program in the eyes of operating department heads and first line managers who will be called upon to implement it. In addition, should the program be challenged in court it is more likely to be sustained if it is passed by the legislature and based upon legislative findings. (See, for example, the discussion of legislative findings in Klutnick v. Pullilove, ___ U.S. ___.)

B. The Managerial System:

At a minimum a good managerial system in state government should have a number of elements all of which would be identified (in outline form) by the Governor in his initial announcement, or in a statement imple-

menting the statute, should you choose the legislative route. Starting from the top down the layers in such a managerial system would be:

- The order itself which establishes the system and its goals.
- An affirmative action planning process which is part of the Governor's recently imposed management by objectives system.
- The development of annual affirmative action plans with specific measurable goals and the development of a review system (perhaps involving the interagency group recommended below).
- The implementation of this entire system at a level of the individual manager by establishing elements in the performance review criteria and the job descriptions of all state managers dealing with their effective contribution to the implementation of the management EEO plans. (This is now required in the Federal government.)
- The Governor's initial order might indicate that he has specifically directed the state Department of Administration to start the process of amending all the existing managerial job descriptions to include EEO elements.

The Executive Order would recognize the difficulties of developing such an effective system of voluntary compliance within state government, given the fact that it occurs within the context of the state civil service laws. He would indicate that he has directed the Commissioner of the Department of Administration and the state Attorney General to develop guidelines for state government agencies in achieving voluntary compliance. Eventually, there should then be an exchange of letters which lead to a series of Attorney General's opinions in which agencies are advised that it is legal under state law for them to take action to modify their employment systems in order to implement an affirmative action plan. These would expand upon the opinion of May 20, 1976, which dealt with a situation in which there had been a Human Rights Commission staff finding of discrimination to indicate that similar steps can be taken voluntarily based upon a self-audit as suggested in the EEOC

Affirmative Action Guidelines and the opinions of the United States Supreme Court in the Moody and Weber cases. Later the Attorney General may want to issue an opinion concerning the power of an agency to conciliate an individual or systemic case including back-pay.

C. Interagency Coordinating Committee:

Either as part of the Executive Order or in some other fashion the Governor might want to consider establishing our Interagency Coordinating Committee paralleling that now existing in Michigan.

However, serious consideration should be given to the membership and functions of such a council in light of the appropriate duties of the various agencies and officials who might constitute its membership. For example, the Human Rights Commission which is charged by state law with investigating complaints alleging discrimination in employment by state government agencies clearly would not want to be involved in the process of approving individual agency affirmative action plans because it may later have to make decisions on cases in which the plan and/or the results of its implementation are offered by a state agency as a defense to a charge by a female or minority. While the Human Rights Commission will want to avoid dealing with approving specific plans in advance, it would be appropriate for it to be involved in the process of establishing the policies and principles of such plans. It could for example issue principles similar to those contained in the EEOC Affirmative Action Guidelines and indicate the nature of Affirmative Action which employers can take and avoid a risk of so-called reverse discrimination charges. It would be appropriate for it to consult with other state agencies in preparing such policies as EEOC now does under Executive Order 12067.

H. Initiation (or "Kick-off") of this Program:

I believe that serious consideration should be given to a general management meeting of all Commissioners and division directors at which the governor would announce and present his Executive Order; the Attorney General would discuss the problem he perceives as chief law enforcement official for the state; the Commissioner of the Department of Administration would indicate the way which his department will assist in voluntary modification of employment systems and practices so that agencies could know "he", if

they undertook voluntary compliance action they will not be opposed by the Division of Personnel; and the director of the Human Rights Commission would discuss, in a non-threatening fashion, pending compliance activities and the hope of the Commission to avoid a compliance-oriented approach wherever possible. The goals of such a meeting would be primarily to:

- communicate an appropriate "no fault" "technical perception" of employment discrimination so that employers understand their obligation to identify their present problems and systems which may have contributed to discrimination and understand that voluntary action they may take is not an admission that those responsible for the previous system were "bad" people.
- establish the state's approach to this matter as a managerial approach designed to solve a managerial problem with responsible managerial techniques.

F. Detailed Training for Managers and Assistant Attorneys General:

An effective kick-off meeting suggested in the previous paragraph should probably be attended only by Commissioners, division directors, and staffs of the Human Rights Commission, attorney general's office, and Personnel and EEO divisions. In terms of its approach to the law it should be general rather than specific and be designed along the "perception" issue rather than the specific detailed requirements of the implementation of a program. This will leave several gaps which might be filled by follow-up meetings:

- a detailed longer training session for the assistant attorneys general who will, as part of the follow-up stage, be responsible for advising the specific departments and agencies to which they are assigned. The session should probably begin with an overall introduction by the attorney general and the director of the Human Rights Commission with specific detailed training to be conducted by the two assistant attorneys general assigned respectively to the Department of Administration and the Human Rights Commission.
- A series of follow-up meetings within each department or groups of small agencies should be held with all managers and supervisors to deal with the "technical perception" issue outlined

above. At each of these meetings the format would involve a presentation by the head of the agency in question followed by those specific assistant attorneys general assigned to that department plus such other additional people as may be appropriate to achieve the dual goals outlined above.

G. Follow-Up:

To the extent that it has not been achieved at this point, the Governor should issue either in letter or executive order form the instructions to the attorney general and the Department of Administration suggested in paragraph B above. He should have designated an appropriate agency to develop standards and procedures for the management of equal employment opportunity plans and the directive should have issued from that agency to each of the agencies with a format and deadline for the plans and establishing a planning process.

This interagency committee will be responsible for developing a set of instructions which will be transmitted to agencies. Presumably they will, in turn, develop their Management Equal Employment Opportunity Plans (MEEOP) and their "Equal Employment Opportunity Management Plans (EMAPS). I would think that the Governor's executive order or implementing instructions should establish the Human Rights Commission as the final authority on substantive standards but should establish the Department of Administration as the final authority for the "approval" of specific departmental plans. If complaints are ultimately filed alleging that the agencies are still discriminating it will be the Human Rights Commission which must adjudicate these complaints. While it is appropriate for it to be involved in enunciating in advance the policies it believes should be applicable to those plans and by which it will, in turn, adjudicate such complaints, I believe it would be totally inappropriate for it to be involved in the specific approval process of a plan in connection with which it might later have to make a decision in a quasi-judicial fashion. Further, if this matter is being approached, as this memo recommends, as a managerial problem then it is appropriate that the Department of Administration as the chief management arm of the Governor be responsible for managing the voluntary compliance process of the state in its capacity as an employer/ manager.

V. CONCLUSION:

As I suggested in the introduction, the purpose of this outline is to present a number of elements which I believe should be included in your thinking as you attempt to develop an affirmative action plan and an affirmative action management process for the State of Alaska. It is not a rigid specific item plan although it is organized in such a format that it could be adapted to those purposes rapidly. The key throughout is to focus on several goals:

- Using the existing managerial strengths and expertise of state government managers in context of the pre-existing management by objectives system which your governor has established.
- developing in those managers the appropriate "technical perception" of systemic discrimination so that they may put that managerial expertise to work on this "new" managerial problem.
- establishing and providing sufficient resources to effectively implement a state equal employment opportunity management process government-wide and specific equal employment opportunity management plans in each state agency.
- providing support, advice, guidance and assistance to agencies in developing those plans from the personnel arm of state government (Office of the Administration) and from the legal arm of state government (attorney general).

As I also stated, above, my perception of existing capability in commitment of Alaskan State government lead me to be extremely optimistic as to your potential for success. While no one can guarantee immunity from complaints or lawsuits one can take responsible managerial action to substantially reduce the risk of such suits being filed and (if filed, the risk of a substantial loss by the state.

MIDWEST INTERGOVERNMENTAL EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE



MIEEOC
149 E. Wilson Street
Madison, WI 53702
608/266-3991

February 26, 1981

Mr. Peter Robertson
3829 North Woodrow Street
Arlington, Virginia 22207

Dear Peter:

This letter will announce a scheduled National Conference of State EEO Managers to be held in Detroit, Michigan, during April 9-12, 1981. By way of this letter, we are inviting you to attend this national event.

Governor William G. Milliken of Michigan has accepted an invitation from the Midwest Intergovernmental Equal Employment Opportunity Committee (MIEEOC) for Michigan to serve as host state for the national conference. He has recently communicated with the governor of your state urging participation in the conference by designating the appropriate staff person responsible for the statewide management of your EEO program to attend (see enclosed Governor Milliken letter). The Personnel Director of each state has been notified by the Michigan State Personnel Director to enlist their support and state's participation (see Richard Ross letter to state Personnel Directors).

The conference will be held at the Hotel Pontchartrain in downtown Detroit. The Metropolitan Airport is located 30 miles from the hotel. There is coach service to all major hotels every half hour from 8:30 a.m. to 7:00 p.m. After 7:00 p.m. the coach runs every hour. You may board the coaches at the north and south terminals at the airport. The coach fare is \$7.75 one way or \$15.50 roundtrip. A map of downtown Detroit is enclosed for your convenience.

We have reserved a block of rooms at government rates and have enclosed a reservation card which you should send back to the Hotel Pontchartrain no later than March 25, 1981. The room rates are \$50.00 per night for a single and \$35.00 per night for a double. To keep your conference costs at a minimum, it would behoove you to make arrangements for a roommate, perhaps someone from a neighboring state. A list of state EEO Managers is enclosed.

Also enclosed is a MIEEOC preregistration form which we would like you to fill out so that we may have some indication of how many people will be attending the conference, and how many people to serve for the group meals during the conference. Please return the preregistration form by March 25, 1981.

STATES

Indiana, Illinois, Michigan, Minnesota, Ohio, Wisconsin

LOCAL JURISDICTIONS


Columbus, Flint, Ft. Wayne, Hennepin County, Madison, Peoria

February 25, 1981

There is a conference registration fee of \$60.00 which we would like you to pay at the time you register. If you must have state forms filled out by us for processing before the conference, please send them to me at your earliest convenience. The \$60.00 will pay for the group meals, with scheduled guest speakers for each meal. Included in the group meals are three lunches, one brunch, one dinner, and coffee for the conference. Other meals will be on your own.

You are invited to bring information about your AA/EEO program for display in an exhibit area that will be provided. If you have any questions concerning the conference, please call me at 608/266-3991 between the hours of 9:00 a.m. and 1:00 p.m. (CST).

Sincerely,



Parr Decorah
MIEEOC Conference Coordinator

PD:sn

Enclosures

MIEEOC CONFERENCE PRE-REGISTRATION FORM

National Conference of State EEO Managers
Detroit, Michigan
9-12 April 1981

Name _____ Phone _____

Title _____

Street _____

City/State/Zip _____

I have not have registered at the Hotel Pontchartrain.

Single Double

Dates I will attend conference: 9 10 11 12 April 1981.

I will pay the \$60.00 registration fee for the group meals. Yes No

I will bring material for display. Yes No

Name(s) of other State/Agency personnel who will be attending:

Name/Agency _____

Registered at hotel? Yes No Single Double Meals Yes No

Name/Agency _____

Registered at hotel? Yes No Single Double Meals Yes No

Name/Agency _____

Registered at hotel? Yes No Single Double Meals Yes No

Please fill out the form and return it in the enclosed self-address stamped
envelop no later than March 25, 1981. Thank you.

MIDWEST INTERGOVERNMENTAL EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE



M.I.E.E.O.C.

NATIONAL CONFERENCE OF STATE EEO DIRECTORS
April 9-12, 1981
Pontchartrain Hotel
Detroit, Michigan

AGENDA

Thursday, April 9, 1981

4:00 - 6:00 p.m. Registration
6:30 - 8:00 p.m. Reception
*Dinner on your own

Friday, April 10, 1981

Jim Wright, Master of Ceremonies for the day

9:00 a.m. Introduction, conference goals
9:15 a.m. Detroit Mayor Coleman Young
Introduced by: Ron Quincy
10:00 a.m. Peter Robertson, historical synopsis
11:00 - 11:30 a.m. Small groups to identify issues and develop questions
11:30 - 12:00 a.m. Peter Robertson responds
12:00 - 2:00 p.m. Lunch and talk from Governor Milliken
2:00 p.m. Workshop: Legal tools at the state level - what
you need to function - Washington, Kentucky, South
Carolina, Wisconsin
3:00 - 3:15 p.m. Coffee
3:15 - 4:15 p.m. Shared group tools and material
4:15 - 4:40 p.m. Facilitator recap
5:30 p.m. Group Dinner with Barbara Sunquist

STATES

Indiana, Illinois, Michigan, Minnesota, Ohio, Wisconsin

LOCAL JURISDICTIONS

Columbus, Flint, Ft. Wayne, Hennepin County, Madison, Peoria

Saturday, April 11, 1981

Minnie Linyear, Master of Ceremonies for the day

- 9:00 - 9:15 a.m. Recap yesterday and overview of today - Minnie Linyear
- 9:15 a.m. Panel discussion: Retention and layoff; three panelists each speaking ten minutes - Arizona, California, Massachusetts
- 10:00 a.m. Small groups identifying barriers to implementation
- 10:30 a.m. Discuss barriers and solutions
- 11:15 - 12:15 p.m. Availability analysis (Montana and Illinois) with open discussion
- 12:30 - 2:30 p.m. Lunch with speaker/new director of OPM
- 2:30 - 3:30 p.m. Management information systems - Alameda County, Connecticut, North Carolina, Pennsylvania
- 3:45 - 5:00 p.m. Effective Program Management (Regional Caucuses and networking) - Georgia, Kansas, Michigan, General Motors (?)
- *Dinner on your own

Sunday, April 12, 1981

Mary Hartmann, Master of Ceremonies for the day

- 9:15 a.m. Group brunch
- 10:00 a.m. Institutionalization of Affirmative Action (includes Uniform guidelines) - Miami, Michigan, Virginia, Dick Vail (Consultant)
- panel of speakers
 - participants share material
 - small groups identify barriers and alternative solutions
- 12:00 noon Lunch with major speaker
- 2:00 - 2:15 p.m. Wrap-up - Louis Hawkins

Sent to all Governors



mailed 2-18-81

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

WILLIAM G. MILLIKEN
GOVERNOR

February 17, 1981

FEB 23 1981

Dear :

The Midwest Intergovernmental Equal Employment Opportunity Committee (MIEEOC) is sponsoring a national conference of state-wide affirmative action directors and other government officials. I have accepted MIEEOC's invitation for Michigan to serve as host state.

The conference will be held April 9-12 at the Hotel Pontchartrain in Detroit. The conference will provide a forum for addressing the major issues confronting state and federal agencies.

I am urging your state to participate in this important national conference by designating appropriate staff responsible for affirmative action program management to attend.

Mr. James C. Wright, President, MIEEOC, and Mr. Ronald Quincy, of my staff, will keep your state informed of conference details.

Warm personal regards.

Sincerely,

Governor

Quincy

cc: Slotsema

STATE OF MICHIGAN This letter sent to State Personnel
Directors of all other States



WILLIAM G. MILLIKEN, Governor

DEPARTMENT OF CIVIL SERVICE

LEWIS CASS BUILDING
320 S. WALNUT STREET, BOX 39002
LANSING, MICHIGAN 48909

RICHARD A. ROSS, State Personnel Director

February 11, 1981

Mr. George R. Harrod
Director of Personnel
Personnel Office
499 Pennsylvania Avenue, N.W.
Washington, D.C. 20001

Dear Mr. Harrod:

Governor William G. Milliken has accepted an invitation from the Midwest Intergovernmental Equal Employment Opportunity Committee (MIEEOC) for Michigan, to serve as host state for a National Conference of State-wide Affirmative Action Directors and other government officials. He has recently communicated with the Governor of your state urging participation in this important National Conference by designating the appropriate staff person responsible for the state-wide management of your affirmative action program to attend.

As State Personnel Director for the State of Michigan, I am writing to enlist your support and state's participation in this noteworthy program.

The Conference, as indicated in Governor Milliken's letter, will be held April 9-12, 1981, at the Hotel Pontchartrain in Detroit. It is being funded by an IPA Grant to provide a forum for addressing the major affirmative action issues confronting state and federal agencies. I have agreed to serve as a panelist for one of the sessions and Governor Milliken has agreed to be a key speaker on April 10, 1981.

This will be the first attempt at bringing together in a National forum setting all state-wide affirmative action directors for purposes of exchanging ideas and information on state government affirmative action issues. I hope you will send your State Affirmative Action Director to this Conference. If you have any questions, please contact Ernie Wallick of my staff at (517) 373-2610 or Ron Quincy of the Governor's staff at (517) 373-3922.

Sincerely,

Richard A. Ross
State Personnel Director

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

WILLIAM G. MILLIKEN
GOVERNOR

February 11, 1981

Mr. Jim Littleton
Governor's Office
Capitol Building
Montgomery, Alabama 35130

Dear Mr. Littleton:

Last summer you were advised by the Michigan Intergovernmental Equal Employment Opportunity Committee (MIEEOC) of plans to convene a national conference of state-wide affirmative action directors and other government officials once IPA funding could be secured. We are delighted to be able to inform you that the committee has been successful in securing funding for the conference from the Office of Personnel Management, and that Governor William G. Milliken has agreed to Michigan hosting it April 9 - 12, 1981, at the Hotel Pontchartrain in Detroit.

Governor Milliken has been in communication with the Governors of other states to urge participation in this important national conference by designating the appropriate staff person responsible for the state-wide management of your affirmative action program to attend. Our State Personnel Director, Mr. Richard A. Ross, has communicated a similar request to your state personnel director.

As staff persons responsible for Michigan's state-wide affirmative action program, we are writing to urge your support and assistance with the conference.

The conference, itself, has been designed to provide an excellent opportunity for a discussion of the major issues confronting managers of affirmative action programs as well as to share information about resources we each possess for addressing top issues.

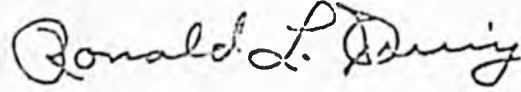
Knowledgeable professionals in the field will serve as speakers and presenters on topics that are especially valuable to our work.

Detroit is very accessible by air with daily service by Detroit Metropolitan Airport for all major airlines. Limousines and Greyhound Buses have direct routes downtown, and rental cars are available at the airport and the Hotel Pontchartrain. By automobile there are interstate connections directly into downtown Detroit.

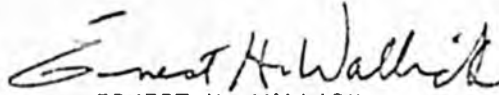
You are invited to bring information about your affirmative action program for display in an exhibit area which will be provided. More information concerning the program agenda details and conference registration fee will be provided to you later by the conference program coordinator.

See you in Detroit.

Sincerely,



RONALD L. QUINCY
Special Assistant to the Governor
and Executive Director of the
Michigan Equal Employment
Opportunity Council



ERNEST H. WALLICK
Director
Bureau of Selection
Michigan Department of Civil Service

- 1 - DETROIT PLAZA
- 2 - BOOK CADILLAC
- 3 - PONTCHARTRAIN
- 4 - HOWARD JOHNSON
- 5 - TRAVELODGE
- 6 - SHORECREST

U.S. 10 to I-94 West:
 GREENFIELD VILLAGE,
 METRO AIRPORT,
 FAIRLANE TOWN CENTER,
 ANN ARBOR,
 CHICAGO
 and to I-96 West:
 LANSING

EASTERN
 MARKET

STROH
 BREWERY

I-75 North to
 CULTURAL
 CENTER
 (Warren Exit)

BELLE
 ISLE
 (2.5 Miles)

5
 (8 blocks)

6
 (2 blocks)



JOE LOUIS
 SPORTS
 ARENA
 BOB-LO
 DOCK

COBO
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 ARENA

HART PLAZA

RENAISSANCE
 CENTER

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WILLIAM G. MILLIKEN
GOVERNOR

STATE OF MICHIGAN

AFFIRMATIVE ACTION GUIDELINES
FOR
EQUAL EMPLOYMENT OPPORTUNITY
IN STATE GOVERNMENT

REVISED NOVEMBER 7, 1980

MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL
JAMES H. BRICKLEY, CHAIRMAN

Purpose

The Michigan Equal Employment Opportunity Council has the responsibility under Executive Directive 1979-2 to provide leadership and direction to executive departments within the state classified service with respect to matters relating to Equal Employment Opportunities. Experience under Executive Directives 1971-8 and 1975-3 has demonstrated that achieving the full and equal participation of minority individuals, women, and handicappers as mandated under state and federal law, and Executive Directive 1979-2 requires a comprehensive program of affirmative action.

An affirmative action program is a set of specific and result-oriented procedures to which a department pledges to apply every good faith effort. The objective of the plan is to promote equal employment opportunity. Plans without effort to make them work are meaningless; and effort undirected by specific and meaningful procedures is inadequate. An acceptable affirmative action program must therefore include an analysis of areas within which the department is deficient in the utilization of minority groups, women, and handicappers, plus goals and timetables to which good faith efforts will be directed to correct the deficiencies and achieve prompt and full utilization of minorities, women, and handicappers at all levels and in all segments of the work force. The guidelines contained herein have been developed with these critical factors in mind.

Scope

These guidelines apply to the principal executive departments and their subdivisions in the state classified service. Each department is required to formulate, implement and maintain a revised or updated affirmative action

(equal employment opportunity) plan, relating to minority individuals, women, and handicappers. The department's affirmative action plan will be reviewed by the Michigan Equal Employment Opportunity Council Liaison Staff and transmitted to the Michigan Equal Employment Opportunity Council with recommendations for acceptance or revision. The Michigan Equal Employment Opportunity Council will be notified in writing by the Michigan Equal Employment Opportunity Council Liaison Staff of every department which fails to submit a timely plan.

For purposes of these guidelines, the following race/ethnic categories and definitions will be used:

BLACK - (Not of Hispanic origin) All persons having origins in any of the black racial groups of Africa.

HISPANIC - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN OR PACIFIC ISLANDERS - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

NATIVE AMERICAN/AMERICAN INDIAN OR ALASKAN NATIVE - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

HANDICAPPER - Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (See MEEEOC Policy Statement Number 7, attached)

WORK FORCE - All persons between 16 and 65.

LABOR FORCE - All persons employed, on layoff, looking for work, or temporarily absent.

Requirements of the Affirmative Action Plan

Outlined below and on the following pages are essential elements each agency must incorporate into its Affirmative Action Plan in order to assure equal employment opportunity.

I. Development or re-affirmative of a written Equal Employment Opportunity Policy Statement to be issued by the Chief Executive Officer.

A. Scope of the Policy Statement

Specific items to be mentioned should include, but are limited to the following:

1. A firm commitment to equal employment opportunity for all persons regardless of race, religion, color, sex, national origin, age, physical or mental characteristic or other categories or groups protected by law.
2. A firm commitment to review all aspects of the employment (i.e., recruiting, hiring, transfer, promotion, training, salary/compensation, benefits, layoffs, terminations, grievances, etc) to identify and remedy those internal policies and procedures which unlawfully disadvantage minorities, women, or handicappers.
3. A clear acknowledgement that specific programs, including goals and objectives, are required to overcome the present effects of past discrimination and/or exclusion.

The Equal Employment Opportunity Coordinating Council issued a statement on affirmative action programs for state and local government agencies which was adopted by the Michigan Equal Employment Opportunity Council on November 23, 1975. (Copy attached) The statement should be incorporated into the departmental plans by reference.

B. Internal and External Dissemination of the Policy Statement

1. Executive, management, administrative, and supervisory personnel should be advised of the policy, preferably in meetings for that purpose, with emphasis on individual responsibilities for implementation.
2. The following methods of dissemination are also recommended by the Michigan Equal Employment Opportunity Council.
 - Agency Policy Manual
 - Supervisor's Handbook
 - Employee's Handbook
 - Orientation Sessions for New Employees
 - Employee Meetings
 - Supervisory/Management Meetings
 - Agency's Annual Report
 - Newsletters
 - Bulletin Boards (Permanent)
3. Applicants and organizations external to the agency should be made aware of the agency's policy on equal employment opportunity through:
 - notices to recruitment sources
 - letters to local leaders of various organizations (emphasis must be placed on identifying groups servicing or representing protected groups)
 - advertisement for positions
 - notices to contractors, vendors and suppliers of goods and services for the agency
4. Agency personnel should periodically participate with community organizations, high schools, colleges, etc., to explain the agency's hiring policies and employment opportunities.

II. Responsibility for Implementation

A. Agency Director:

1. Provides necessary continuing top management support for the affirmative action program.
2. Allocates sufficient authority, staff and resources to accomplish the agency's program.
3. Holds administrative, management, and supervisory personnel accountable through inclusion of their equal employment opportunity efforts and results as a part of the department's performance evaluation program.

B. Liaison Officer to the Michigan Equal Employment Opportunity Council*:

1. Serves as liaison between the department and the Michigan Equal Employment Opportunity Council (MEEEOC).
2. Keeps management informed of latest developments in the entire equal opportunity area.

C. Agency Affirmative Action Officer:

1. Develops internal department policy statements, affirmative action programs, internal and external communications techniques.
2. Coordinates and administers the programs and policies.
3. Assists in the identification and resolution of problem areas.
4. Designs, implements and monitors audit and reporting systems that will:
 - measure effectiveness of the department's programs
 - identify need for remedial action
 - evaluate the degree to which the goals and objectives have been attained in terms of results
5. Monitors personnel policies, practices, and recordkeeping procedures.

*May or may not be the department's affirmative action officer.

6. Reviews the qualifications of rejected minority, women, and handicapped applicants and employees to insure full opportunities for hires, transfers, or promotions.
7. Establishes a procedure whereby exit interviews are conducted with all protected group members, and the impact on representation is monitored to assure equal opportunity policies are enforced.
8. Establishes an internal system for handling applicant and employees complaints of discrimination.
9. Serves as liaison with organizations and community action groups concerned with employment opportunities for minorities, women, and handicappers.
10. Keeps management informed of latest developments in the entire equal opportunity area.

D. Agency Administrators, Managers, Supervisors:

1. Increases the utilization of minorities, women, handicappers in their respective divisions in accordance with their skills, availability and acceptable merit selection concepts.
2. Develops, identifies, explains and recommends or provides employee training aids (example: tuition reimbursement, on-the-job training, periodic workshops, seminars, etc.).
3. Assists in identifying problem areas and in developing solutions.
4. Provides career counseling to new and current employees.
5. Prevents harassment of any employee on the basis of race, sex, religion, national origin, or handicapped condition.

E. Special Counselor for sexual harassment matters:

1. Conducts a prompt investigation of sexual harassment complaints by applicants and employees.

2. Provides confidential advice and counseling to employees for the purposes of resolving the complaint.
 3. Initiates action to bring about appropriate resolution of the matter.
- F. Agencies should include the following in the ongoing training for personnel, administrative, supervisory, and management staff:
1. Current civil rights laws and federal and state regulations.
 2. Awareness of the Affirmative Action Plan and its objectives.
 3. Information on barrier-free design, work site modification, and other methods of accommodating handicappers.
 4. Awareness and sensitivity training in human relations.

III. Work Force Utilization Analysis

A. General considerations:

1. A necessary prerequisite to the development and implementation of a satisfactory equal employment opportunity program is the identification and analysis of the problem areas inherent in the utilization or participation of minorities, women, and handicappers in all of the department's employment phases (e.g., recruitment, selection and promotion). The focus should be on where minorities, women, and handicappers are not employed.
2. In making the evaluation of employment opportunities, the department shall conduct such analysis separately for minorities, women, and handicappers. All racial and ethnic data collected to perform an evaluation should be cross classified by sex to ascertain the extent to which minority women and minority men may be underutilized. The analysis begins with a chart of present representation of women, minority persons, and handicappers in all job categories by region, division, section, and unit.

3. The state-wide Utilization Standards adopted by MEEOC June 2, 1977 represent the availability of minorities in the population and females and handicappers in the labor force:

HISPANIC AMERICANS-----	1.7%
BLACKS-----	12.4%
AMERICAN INDIAN OR ALASKAN NATIVE-----	0.3%
ASIAN AND PACIFIC ISLANDERS-----	0.4%
WOMEN-----	41.5%
HANDICAPPERS-----	11.5%

Local utilization standards within cities, counties, or regions are provided in the Technical Manual issued in July, 1978.

B. Identification of Areas of Underutilization, Concentration or Non-Utilization of Minorities, Females, and/or Handicappers

1. Underutilization is defined as having fewer minorities, women, or handicappers in a particular job category or classification than would reasonably be expected by their availability in the area served.
2. The number (representing underutilization) of any employee group in the June 2, 1977 Utilization Standards adopted by the council is derived from a work force population (for minority groups) or labor force (for women and handicappers) standard in a reasonable recruiting area. It is recognized that for some administrative, professional, higher level technical and skilled craft classes, the work force population or labor force standard, by itself, may not suffice as an index of availability, and in some instances the department may want to revise the recruiting area. Any department which believes the MEEOC Utilization Standards to be inappropriate must substantiate the use of other availability data in a written attachment to the utilization analyses and the goals and timetable form for review and

approval by MEEOC. If a lower standard is set because of education and experience requirements that serve to disadvantage minorities, women, and handicappers, a plan to validate these requirements must also be included.

3. In determining whether minorities, women, or handicappers are being underutilized in any job group, the department will consider, to the extent these data are available, the following factors:

- their representation in the population in the area surrounding the facility
- their representation in the unemployment force in the area surrounding the facility
- their representation in the department as compared with the total work force in the area
- the general availability of such persons having requisite skills in the area
- the availability of such persons having requisite skills in an area in which the department can reasonably recruit
- the availability of such persons who are promotable and transferable within the department
- the existence of training institutions capable of training such persons in the requisite skills, and
- the degree of training which the department is reasonably able to undertake as a means of making all job classes available to minorities, women, and handicappers.

C. Underutilization, non-utilization or concentration of minorities or women in one or more areas constitutes a prima facie case of discrimination. For purposes of these guidelines, the same standard applies to handicappers. When any of the above conditions exist, the department is then required to identify the employment policies and procedures which contributed to the problem. For purposes of making such a determination, the department's analysis should include such things as:

1. An analysis of the department's role in all employment selection procedures for the preceding fiscal year, including such items as position descriptions, application forms, recruitment methods and sources, interview procedures, educational prerequisites, referral procedures and final selection methods.
 2. An analysis of internal upgrading and promotion procedures, transfer procedures (lateral or vertical), and formal and informal training programs during the preceding fiscal year.
- D. Those policies and procedures which disadvantage minorities, women, and handicappers are prohibited unless they can be shown to be necessary to satisfactory performance on the job. The Affirmative Action Plan should be designed to address each of the problem areas which emerge in the utilization analysis. Support data shall be compiled and maintained as part of the affirmative action program. This data will include, but not be limited to, progression line charts, seniority rosters, applicant flow data, and application rejection ratios indicating handicapper, minority, and sex status.

IV. Specific Programs to Eliminate and Remedy Discriminatory Employment Practices Revealed by the Work Force Utilization Analysis

A. Position requirements

The department should conduct a detailed analysis of position descriptions, to insure that they accurately reflect position functions. Special attention should be given to academic, experience and skill requirements to insure they do not become inadvertent or unnecessary barriers to minorities, women, or handicappers.

B. Recruitment:

1. Departments should analyze their role in recruiting. Departments, in conjunction with Civil Service, have identified the classes and

activity areas for which each has recruitment responsibility and have documented these in written recruitment agreements. These agreements are to be reviewed and updated on a quarterly basis and are subject to revision on an annual basis. In departments, divisions, sections, regions or units characterized by underutilization, internal job posting and/or word of mouth recruiting cannot be relied upon, particularly in temporary, emergency or provisional appointments. Applicant flow from Civil Service sources should be monitored and recorded in relation to minority, female, and handicapper representation, for later review by MEEOC.

2. When external factors, such as lack of suitable transportation or accessibility to the work place (e.g., accommodations for wheel chair users or other handicappers) are found to inhibit minority or handicapper employment, the department should encourage activities such as organizing car pools, assuring open housing and so forth to diminish the effect of such factors. The existence of such external factors does not diminish a department's obligation to eliminate underutilization of minorities and handicappers.

C. Selection Criteria and Procedure

1. All personnel involved in the recruiting, screening, selection, promotion, disciplinary and related processes should be carefully selected and trained to insure elimination of bias in all personnel action.
2. Methods and procedures to utilize special recruiting, selection and hiring techniques to assure that minorities, women, and handicappers are included in the selection process must be described. Such methods

and procedures must be consistent with the policy statement of the Michigan Equal Employment Opportunity Council, adopted November 23, 1976, (See Appendix I) and such other procedures adopted by the Civil Service Commission which are intended to assure the representation of handicappers and other protected class persons.

3. An employee selection process which has not been validated as predictive of success on the job should not necessarily be construed as a list of "best qualified" candidates based on their ranking.
4. Selection techniques other than written tests may also be improperly used so as to have the effect of discriminating against minorities, women, and handicappers. Such techniques include, but are not restricted to, unscored interviews, arrest records, credit checks, medical history, consideration of marital status or dependency or minor children. Where there exists data suggesting that such unfair discrimination or exclusion of minorities, women, or handicappers exist, the department should analyze unscored procedures and seek their elimination if they are not objectively valid.
5. Provisions must be made for pre-appointment review and sign off to assure the inclusion of protected group persons in the selection pool and their consideration for appointment to those classifications where there is identified underutilization. Such provisions and procedures must be consistent with the MEEOC policy governing the pre-review of appointments to 17 level and above positions.

D. Work Force Reduction and Employee Layoffs

On May 15, 1980, the Michigan Equal Employment Opportunity Council adopted and issued the following procedures to be followed during a reduction in

force in the state classified service:

1. Department personnel shall analyze the impact of a projected layoff separately for blacks, hispanics, American Indians, women, and handicappers. Whenever the layoff will result in an underutilization or increase an existing underutilization of one or more protected groups, the department shall submit to the council for prior review and comment a plan which indicates that all efforts were made to develop alternatives to layoffs.
2. The following factors should be evaluated in drafting the requested plan:
 - a. The Operational Needs of the Department
Operational needs are determined by the department's dependence on the cooperation of the population it serves for efficient and effective performance of its work.
 - b. The impact which societal discrimination has had upon the department's ability to achieve a representative work force in traditionally male or traditionally white areas of employment.
 - c. The impact which alternatives will have on other employees. An acceptable alternative will minimize the burden on other employees.
3. It is assumed that all departments will have implemented the following action to avoid or minimize layoffs:
 - a. Provision for the transfer of furloughed employees to departments where hiring is occurring.
 - b. Provision for the voluntary layoffs, early retirements, and reduction in hours.
 - c. Elimination of overtime and shifts requiring a pay differential.

The proposed plan for reduction in force should be consistent with procedures adopted by the Civil Service Commission which are intended to assure that minorities, women, and handicappers are not disparately affected by the layoff.

E. Employee Promotion, Upgrading and Training

1. The department should insure that promotion decisions are in accord with the principles of equal opportunity by imposing valid requirements.
2. The department should monitor the use of promotional examinations and lateral transfers to identify and remedy those which involve areas or classifications where underutilization occurs.
3. Selection of employees for training must be on a non-discriminatory basis. It should be a part of the Affirmative Action Plan to overcome the present effects of past discrimination.
4. Tuition-free courses should be utilized for developing specific job-related skills.
5. New employees should be offered or provided access to training sessions that will enhance adjustment to work and work environment.
6. Minorities, women, and handicappers qualified for upward mobility should be identified by reviewing and comparing qualifications, such as education, experience, seniority and performance records of all employees.
7. Employees should be interviewed to assess their potential and to obtain additional information on their background and career interests. A list of available training programs should then be provided such individuals.

8. Provision must be provided for an ongoing analysis of the participation rates of minorities, women, and handicappers in training courses (i.e., how many of those eligible actually participate).

9. Consideration must be given to the use of special classifications as a bridge between clerical or paraprofessional and professional jobs and at entrance levels.

F. Job Accommodation for Handicappers

Factors regarding availability of services, accommodations, architectural barriers, transportation and accessibility must be detailed as to current status and future plans for modification.

G. Return to Work of Handicapper Employees

Each department shall make reasonable efforts to accommodate individuals who have sustained illness or injury after their initial date of hire. Such efforts should be directed at job and work site accommodation, job restructuring and work site relocation.

H. Special Programs

Special employment programs should be undertaken for minorities, women, and handicappers whenever possible. Some such programs are:

1. Technical and non-technical co-op programs.
2. "After School: and/or work-study jobs.
3. Summer jobs for youth.
4. Summer work-study programs for minorities, women, and handicapper faculty members of schools and colleges.
5. Motivation, training, and employment programs.
6. Special programs such as those offered by Vocational Rehabilitation Services, NESC, Community Service Agencies, Employment and Training Programs and the like.

I. Goals and Timetables

1. Where underutilization is identified in the work force utilization analysis, the department shall establish specific annual and long-range goals with specific timetables separately for blacks, Hispanics, American Indians, women and handicappers.
2. Underutilization should be overcome as rapidly as possible. Where the department does not commit to full utilization within five years or less, the written affirmative action program must detail the reasons for establishing an extended goal, and outline the steps which will be taken to assure the extended goal is met.
3. In establishing timetables to meet the goals, the department should allow for anticipated expansion, contraction and turnover in the work force. In all circumstances the representation of the underutilized groups among new hires and/or promotions should equal or exceed the availability standards established in the underutilization analysis.
4. The goal setting process should involve department and division heads, and local and unit managers in addition to personnel office staff.
5. Goals should be specific for planned results, designed to overcome any underutilization with timetables for completion. They should not be established in areas where underutilization does not exist.
6. Goals should not be rigid and inflexible quotas, but must be targets reasonably attainable by utilizing the available Civil Service procedures to make all aspects of the entire affirmative action program work.

V. Internal Auditing and Reporting Systems

- A. The departmental EEO Officer should compile and maintain data on minor-

ities, women, and handicappers cross-indexed on the following actions taken within the preceding year, for audit or review by MEEOC and Civil Service.

1. The number of disciplinary actions taken against employees.
 2. The number and types of sanctions imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against employees.
 3. The number of individuals referred for employment, through the certification of eligibles process, and the number of those referred who were offered employment and those who were actually hired.
 4. The number of individuals seeking employment outside of the certification of eligibles process. If such data is unavailable, the department should institute a system for the collection of such data.
 5. The number of employees in each job category who made application for promotion or transfer outside the regular examination and certification process and the number in each job category who were promoted or transferred.
 6. The number of employees who were terminated, identifying those which were voluntary or involuntary terminations.
 7. The number of sexual harassment and/or discrimination complaints filed against the department, identifying the action that was taken to resolve the complaint.
- B. The departmental EEO Officer should prepare monthly reports on the success or lack of success in meeting affirmative action goals for review by the Agency Director and, upon request, by MEEOC or Civil Service.

C. Departments are expected to conduct a continuing program of self-evaluation to ascertain whether any of their recruitment, employee selection, promotional or termination policies directly or indirectly have the effect of denying Equal Employment Opportunities to minority individuals, women, or handicappers.

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

The Michigan Equal Employment Opportunity Council endorses the memorandum issued by the federal Equal Employment Opportunity Coordinating Council on August 26, 1976, entitled, "A Policy Statement on Affirmative Action Programs for State and Local Government Agencies."

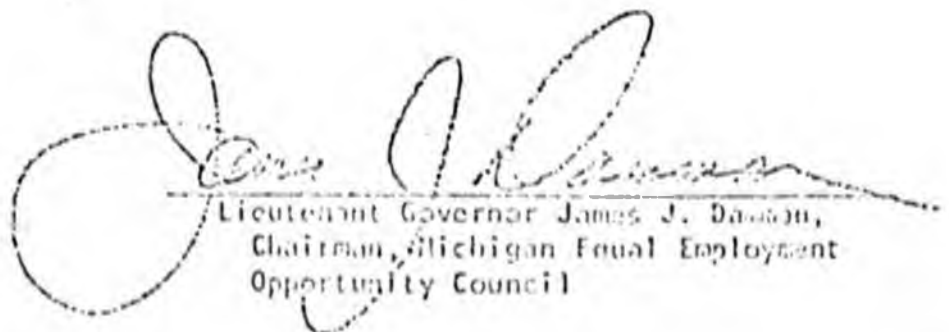
The attention of state agencies and departments is directed to the memorandum, especially Section 3, which advises that an employer who has reason to believe that its selection procedures have an exclusionary effect should initiate affirmative steps to remedy the situation which include, but are not limited to:

"The initiation of measures designed to assure that members of the affected group who are qualified to perform the job are included within the pool of persons from which the selecting official makes the selection;..."(subparagraph 5)

Through an Affirmative Action Research Study initiated in 1967 and culminated in 1968, a two year survey of employment practice study concluded in August, 1971 and departmental affirmative action plans required under Executive Directives 1971-8 and 1975-3, Michigan has ample and documented reasons to believe that its selection procedures have had an exclusionary effect on minority group persons and women and that such exclusion is immediately attributable to selection procedures which have not been validated according to acceptable professional standards. Affirmative steps to remedy this situation have been taken by the Michigan Civil Service Commission in its adoption of an Expanded Certification and Rescheduled Examination Policy as means of assuring that members of an affected group who are qualified to perform the job are included within the pool of persons from which the appointing authority makes the selection.

In order to strengthen and reinforce affirmative steps taken to date to remedy the effects of present exclusion, the Michigan Equal Employment Opportunity Council has adopted and is communicating through this issuance, the policy that each state agency and department, in filling all positions in the classified service, shall exhaust those procedures embodied in the Rules of the Civil Service Commission which intend to assure the representation of minority group persons and women in the pool from which the selection is to be made, before any such position is filled.

Adopted November 23, 1976



Lieutenant Governor James J. Dawson,
Chairman, Michigan Equal Employment
Opportunity Council

EQUAL EMPLOYMENT OPPORTUNITY COORDINATING COUNCIL

AFFIRMATIVE ACTION PROGRAMS FOR STATE AND LOCAL GOVERNMENT AGENCIES

POLICY STATEMENT

The Equal Employment Opportunity Coordinating Council was established by Act of Congress in 1972, and charged with responsibility for developing and implementing agreements and policies designed, among other things, to eliminate conflict and inconsistency among the agencies of the Federal government responsible for administering Federal law prohibiting discrimination on grounds of race, color, sex, religion, and national origin. This statement is issued as an initial response to the requests of a number of State and local officials for clarification of the Government's policies concerning the role of affirmative action in the overall equal employment opportunity program. While the Coordinating Council's adoption of this statement expresses only the views of the signatory agencies concerning this important subject, the principles set forth below should serve as policy guidance for other Federal agencies as well.

1. Equal employment opportunity is the law of the land. In the public sector of our society this means that all persons, regardless of race, color, religion, sex, or national origin shall have equal access to positions in the public service limited only by their ability to do the job. There is ample evidence in all sectors of our society that such equal access frequently has been denied to members of certain groups because of their sex, racial, or ethnic characteristics. The remedy for such past and present discrimination is twofold.

On the one hand, vigorous enforcement of the laws against discrimination is essential. But equally, and perhaps even more important, are affirmative, voluntary efforts on the part of public employers to assure that positions in the public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial or ethnic characteristics. Without such efforts equal employment opportunity is no more than a wish. The importance of voluntary affirmative action on the part of employers is underscored by Title VII of the Civil Rights Act of 1964, Executive Order 11246, and related laws and regulations—all of which emphasize voluntary action to achieve equal employment opportunity.

As with most management objectives, a systematic plan based on sound organizational analysis and problem identification is crucial to the accomplishment of affirmative action objectives. For this reason, the Council urges all State and local governments to develop and implement results oriented affirmative action plans which deal with the problems so identified.

The following paragraphs are intended to assist State and local governments by illustrating the kinds of analyses and activities which may be appropriate for a public employer's voluntary affirmative action plan. This statement does not address remedies imposed after a finding of unlawful discrimination.

2. Voluntary affirmative action to assure equal employment opportunity is appropriate at any stage of the employment process. The first step in the construction of any affirmative action plan should be an analysis of the employer's work force to determine whether percentages of sex, race or ethnic groups in individual job classifications are substantially similar to the percentages of those groups available in the work force in the relevant job market who possess the basic job related qualifications.

When substantial disparities are found through such analyses, each element of the overall selection process should be examined to determine which elements operate to exclude persons on the basis of sex, race, or ethnic group. Such elements include, but are not limited to, recruitment, testing, ranking, certification, interview, recommendations for selection, hiring, promotion, etc. The examination of each element of the selection process should at a minimum include a determination of its validity in predicting job performance.

3. When an employer has reason to believe that its selection procedures have the exclusionary effect described in paragraph 2 above, it should initiate affirmative steps to

remedy the situation. Such steps, which in design and execution may be race, color, sex or ethnic "conscious," include, but are not limited to, the following:

The establishment of a long term goal, and short range, interim goals and timetables for the specific job classifications, all of which should take into account the availability of basically qualified persons in the relevant job market;

A recruitment program designed to attract qualified members of the group in question;

A systematic effort to organize work and redesign jobs in ways that provide opportunities for persons lacking "journeyman" level knowledge of skills to enter and, with appropriate training, to progress in a career field;

Revising selection instruments or procedures which have not yet been validated in order to reduce or eliminate exclusionary effects on particular groups in particular job classifications;

The initiation of measures designed to assure that members of the affected group who are qualified to perform the job are included within the pool of persons from which the selecting official makes the selection;

A systematic effort to provide career advancement training, both classroom and on-the-job, to employees locked into dead end jobs; and

The establishment of a system for regularly monitoring the effectiveness of the particular affirmative action program, and procedures for making timely adjustments in this program where effectiveness is not demonstrated.

4. The goal of any affirmative action plan should be achievement of genuine equal employment opportunity for all qualified persons. Selection under such plans should be based upon the ability of the applicant(s) to do the work. Such plans should not require the selection of the unqualified, or the unneeded, nor should they require the selection of persons on the basis of race, color, sex, religion or national origin. Moreover, while the Council believes that this statement should serve to assist State and local employers, as well as Federal agencies, it recognizes that affirmative action cannot be viewed as a standardized program which must be accomplished in the same way at all times in all places.

Accordingly, the Council has not attempted to set forth here either the minimum or maximum voluntary steps that employers may take to deal with their respective situations. Rather, the Council recognizes that under applicable authorities, State and local employers have flexibility to formulate affirmative action plans that are best suited to their particular situations. In this manner, the Council believes that affirmative action programs will best serve the goal of equal employment opportunity.

Respectfully submitted,

Harold E. Tyler, Jr.

Deputy Attorney General and Chairman of the
Equal Employment Coordinating Council

Michael H. Moskow

Under Secretary of Labor

Ethel Bent Wald

Acting Chairman, Equal Employment Opportunity Commission

Robert E. Hampton, Chairman

Civil Service Commission

Arthur E. Fleming, Chairman

Commission on Civil Rights

Because of its equal employment opportunity responsibilities under the State and Local Government Fiscal Assistance Act of 1972 (the revenue sharing act), the Department of Treasury was invited to participate in the formulation of this policy statement; and it concurs and joins in the adoption of this policy statement.

Done, this 26th day of August 1976.

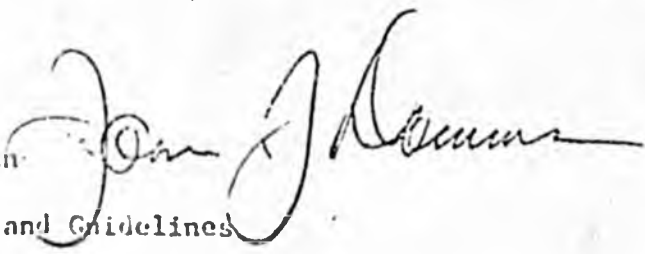
Richard Albrecht, General Counsel

STATE OF MICHIGAN
OFFICE OF THE LIEUTENANT GOVERNOR
LANSING

JAMES J. DAMMAN
LIEUTENANT GOVERNOR

December 4, 1978

TO: Department Directors

FROM: Lieutenant Governor James J. Damman 

SUBJECT: MEEOC Affirmative Action Policies and Guidelines

The policy statements and guidelines accompanying this memorandum are promulgated by the Council to ensure that the departments will eliminate the few barriers to equal employment opportunity remaining in the selection process.

These policies are intended to impact on the conduct of department promotional examinations, the review and application of education and experience requirements and the use of affirmative action procedures for filling higher level positions especially through promotion. The guidelines set forth the conditions which need to exist whenever out-of-state recruitment is required.

Your cooperation in fully implementing these policies is appreciated.

Attachments

cc: Personnel Directors

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

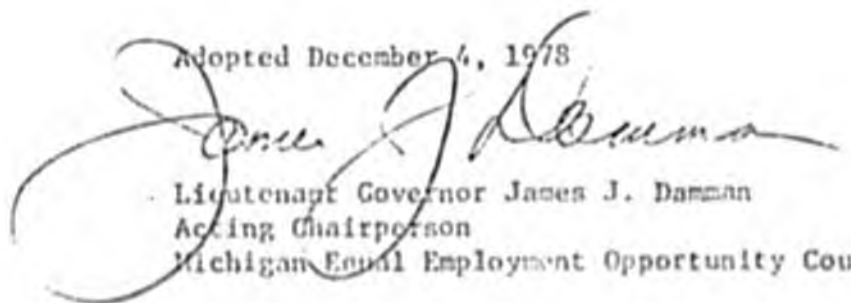
Number 2

Affirmative Action recruitment for positions having protected group member underutilization and which are filled through promotion should be focused on protected group members within the department then on such members elsewhere in the classified service. Accordingly, to fully utilize the availability of protected group members within the classified service, the Michigan Equal Employment Opportunity Council has adopted and is communicating through this issuance, a policy directing state departments to request the Civil Service Selection Bureau to post examination announcements on a statewide promotion basis rather than as department promotion whenever:

1. there is underutilization of protected groups in the classification in the county location of the position as enumerated in the most recent Utilization Analysis Report, and
2. the percentage of protected group members in the department deemed eligible for promotional exam is less than the utilization standards for the groups for the county in which the position is located.

A copy of the department's request shall be sent to the MEEOC Staff Coordinator. In the absence of a department request, the Department of Civil Service will use statewide promotional examinations whenever the above conditions apply.

Adopted December 4, 1978



Lieutenant Governor James J. Damman
Acting Chairperson
Michigan Equal Employment Opportunity Council

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

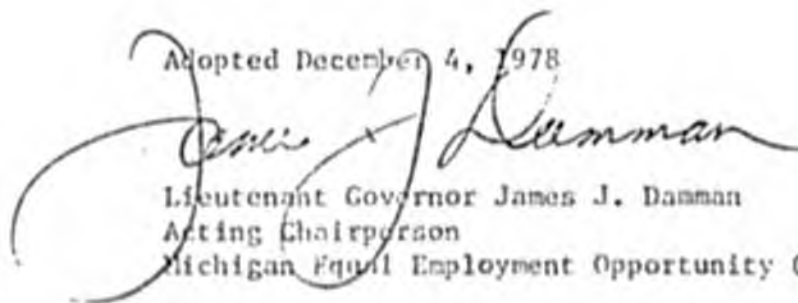
Number 3

One of the more critical barriers to full representation of protected group members in the state classified service is the application of education and experience requirements to classifications which disadvantage protected group persons and which are not substantiated as being job related. Accordingly, to ensure that every effort is undertaken to validate education and experience requirements, the Council has adopted and is communicating through this issuance a policy directing departments:

1. to request the Civil Service Bureau of Classifications to review the minimum education and experience requirements for underutilized technician, professional and administrative classifications before the department requests posting of an examination or before the examination announcement decision is made by the Civil Service Bureau of Selection. A copy of the request shall be forwarded to the MEEOC Staff Coordinator.
2. to use more flexibility in establishing and interpreting the education and experience requirements to allow the qualification of persons having degrees and/or work experience related to that required in the class specification.

The Department of Civil Service will direct its examiners to be more flexible in their interpretation of education and experience requirements when evaluating applications.

Adopted December 4, 1978



Lieutenant Governor James J. Damman
Acting Chairperson
Michigan Equal Employment Opportunity Council

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

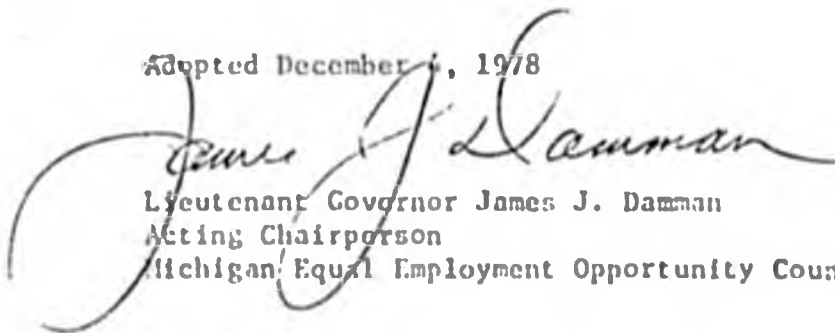
Number 4

On November 23, 1976, the Council adopted Policy Number 1 directing state departments to exhaust those procedures embodied in the Rules of the Civil Service Commission which intend to assure the representation of minority group persons and women in the pool from which the selection is to be made before any such position is filled.

It is evident from statistical reports that the use of rescheduled examinations and expanded certification by departments has significantly increased. It is also evident, however, that these procedures are seldom applied to higher level positions and to those filled through promotional examination.

Accordingly, to reaffirm its previous policy and ensure the application of these procedures to all positions in the classified service, the Council has adopted and is communicating through this issuance, a policy directing state departments to use the Civil Service expanded certification and rescheduled examination procedures whenever their use is necessary to ensure the inclusion of protected group persons in the pool from which the selection is to be made before filling any position in an underutilized classification whether from an open-competitive or promotional register.

Adopted December 1, 1978



Lieutenant Governor James J. Damman
Acting Chairperson
Michigan Equal Employment Opportunity Council

MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

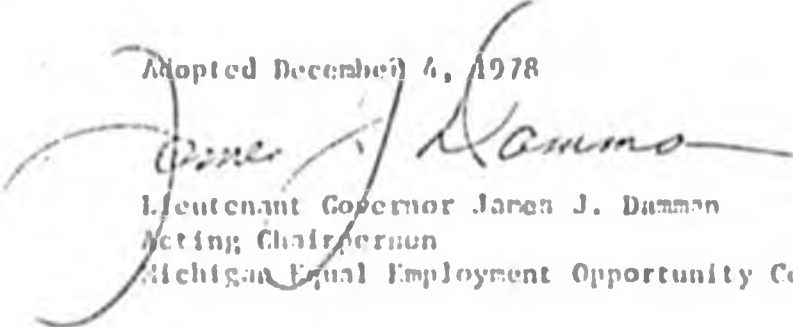
OUT-OF-STATE RECRUITMENT GUIDELINES

The Michigan Equal Employment Opportunity Council has adopted and is communicating through this issuance guidelines setting forth the conditions that shall exist whenever out-of-state recruitment is required to meet applicant needs for professional and administrative positions not otherwise met by the availability of persons in the Michigan labor force or graduates of state colleges and universities.

The conditions are as follows:

1. There is a known underutilization in the classification as identified in the Utilization Analysis Report.
2. The underutilization cannot be corrected by reliance upon recruitment of recent graduates from Michigan's colleges and universities.
3. The underutilization cannot be remedied by reliance upon the number of protected group members ranked on the class or an appropriate employment register.
4. The department in which the underutilized class exists satisfies Civil Service that the underutilization cannot be remedied through the promotion and transfer of its own or other state employees.
5. Data sources reveal that there is an availability of protected group members graduating from colleges and universities or in the labor force of another state.
6. Such out-of-state recruitment is focused on colleges, universities, organizations and associations having substantial numbers of protected group individuals enrolled, graduating, employed or as members.

Adopted December 4, 1978


Lieutenant Governor James J. Dammann
Acting Chairperson
Michigan Equal Employment Opportunity Council

STATE OF MICHIGAN
OFFICE OF THE DEPUTY GOVERNOR
LANSING

JAMES H. BRICKLEY
LIEUTENANT GOVERNOR

March 11, 1980

TO: Department Directors
FROM: *JHB* Lieutenant Governor James Brickley
SUBJECT: Michigan Equal Employment Opportunity Council Sexual
Harassment Policy

At its November 19, 1979 meeting, the Civil Service Commission gave approval to an amendment to Section 1.2 of the rules prohibiting sexual harassment in the state classified service. This amendment will follow the final sentence of current Section 1.2 and reads as follows:

No person shall be subjected to sexual harassment by another employee in seeking employment or during the course of employment in the state classified service.

The Civil Service Commission's action, in amending its rule to prohibit sexual harassment, gave rise to the Michigan Equal Employment Opportunity Council to address the problem and develop the policy herein included. The policy statement accompanying this memorandum is promulgated by the Michigan Equal Employment Opportunity Council to insure that departments of state government will address the problem of sexual harassment and eliminate any such acts of sex discrimination that might impact on its employees.

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

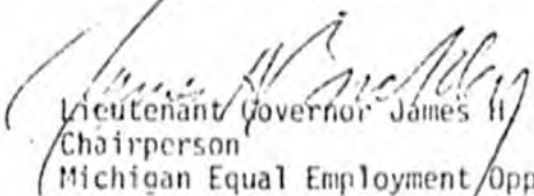
Number 5

The Michigan Equal Employment Opportunity Council has adopted, by reference, and is communicating through this issuance, the rule adopted by the Michigan Civil Service Commission on November 19, 1979, regarding sexual harassment.

For the purpose of this policy, sexual harassment is unwanted conduct of a sexual nature which adversely effects another person's conditions of employment and/or employment environment. Such harassment includes, but is not limited to:

- A. Repeated or continuous conduct which is sexually degrading or demeaning to another person.
- B. Conduct of a sexual nature which adversely effects another person's continued employment, wages, advancement, tenure, assignment of duties, work shift or other conditions of employment.
- C. Conduct of a sexual nature that is accompanied by a threat, either expressed or implied, that continued employment, wages, advancement, tenure, assignment of duties, work shift, or other employment conditions may be adversely effected.

Adopted March 7, 1980


Lieutenant Governor James H. Brickley
Chairperson
Michigan Equal Employment Opportunity Council



STATE OF MICHIGAN
OFFICE OF THE LIEUTENANT GOVERNOR
LANSING

JAMES H. BRICKLEY
LIEUTENANT GOVERNOR

May 15, 1980

TO: Department Directors

FROM: Lieutenant Governor James H. Brickley

SUBJECT: Michigan Equal Employment Opportunity Council Layoff
Policy Statement

At its May 15, 1980 meeting, the Michigan Equal Employment Opportunity Council approved the accompanying policy statement addressing layoff procedures for classified Civil Service employees. These procedures are required in order to assure that the progress that state government has made in affirmative action efforts is not diminished by impending staff reductions. They are subject to revisions based on any modifications of Civil Service Employment Preference Rules, including Employment Preference Rule changes granted through the Civil Service Commission's approval of negotiated labor agreements.

Your cooperation in fully implementing this policy is appreciated.

Attachment

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

Number 6

It is well established that the state has a substantial interest in attaining and preserving a work force that adequately reflects the diversity of the citizens it serves. The state's interest is rooted in the Michigan Constitution of 1963, and U.S. Constitution, Michigan and federal civil rights legislation, and Michigan Executive Directives. In Swann vs. Charlotte Mecklenberg Board of Education, the U.S. Supreme Court held that the states have a duty to take affirmative steps to eliminate the continuing affects of unconstitutional discrimination.

Executive Directive 1971-8, issued nearly nine years ago, formally recognized that, despite constitutional and statutory prohibitions against discrimination, the state was failing to provide equal opportunity for minority group persons and women in its own classified employment service. This conclusion was based upon a comparison of the representation of protected groups in state employment with their representation in the population of the state. Executive Directive 1971-8 and later Directives 1975-3 and 1979-2 called for comprehensive plans to provide equal representation with regular evaluations of progress within the departments.

Under Executive Directive 1979-2, the Michigan Equal Employment Opportunity Council has responsibility for providing guidance to the state executive departments and agencies in implementing affirmative action programs.

During periods of economic expansion, there were abundant opportunities to recruit, hire, train, and promote minorities and women, and the Affirmative Action Plans were directed toward those activities. Consistent with the mandate of the U.S. Supreme Court, much of the attention was focused on overcoming the disparate impact of unvalidated selection procedures.

Periodic reports presented to this Council have documented progress in many areas but have also identified areas of continuing underrepresentation. Now, in a period of economic decline, attention must be focused on the impact of a reduction in force on the affirmative action programs.

Recent increases in minority and female representation, particularly in traditionally white male dominated areas of employment, are seriously threatened if major layoffs occur under the Civil Service Employment Preference Rule, which provides for layoff in order of inverse seniority.

The Council has adopted and is communicating through this issuance the following procedures to be followed whenever a reduction in force, which is likely to affect the representation of a protected group, is anticipated:

1. Department personnel shall analyze the impact of a projected layoff separately for blacks, Hispanics, Native Americans, women and handicappers. Whenever the layoff will result in an underutilization or increase an existing underutilization

of one or more protected groups, the department shall submit to the Council for prior review and comment a plan which indicates that all efforts were made to develop alternatives to layoffs.

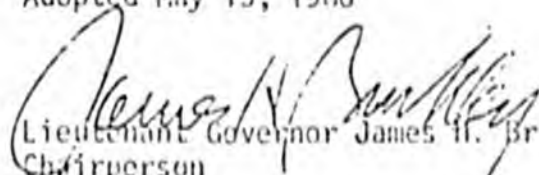
2. The following factors should be evaluated in drafting the requested plan:
 - a. The operational needs of the department.

Operational needs are determined by the department's dependence on the cooperation of the population it serves for efficient and effective performance of its work.
 - b. The impact which societal discrimination has had upon the department's ability to achieve a representative work force in traditionally male or traditionally white areas of employment.
 - c. The impact which alternatives will have on other employees. An acceptable alternative will minimize the burden on other employees.
3. It is assumed that all departments will have implemented the following action to avoid or minimize layoffs:
 - a. Provision for the transfer of furloughed employees to departments where hiring is occurring.
 - b. Provision for the voluntary layoffs, early retirements, and reduction in hours.
 - c. Elimination of overtime and shifts requiring a pay differential.

Notwithstanding any of the above during the negotiation of collective bargaining agreements, departments and the state employer are urged to make every effort to protect affirmative action gains by providing for flexibility in layoff procedures.

The Civil Service Commission is also urged to review and modify the Employment Preference Rule to allow for flexibility in the layoff procedure in order to permit the protection of affirmative action progress.

Adopted May 15, 1980


Lieutenant Governor James H. Brickley
Chairperson
Michigan Equal Employment Opportunity Council

STATE OF MICHIGAN
OFFICE OF THE LIEUTENANT GOVERNOR
LANSING

JAMES H. BRICKLEY
LIEUTENANT GOVERNOR

July 23, 1980

TO: Civil Service Commission

FROM: *JHB* Lieutenant Governor James H. Brickley

SUBJECT: Michigan Equal Employment Opportunity Council
Handicapper Concerns Policy Statement

At its June 27, 1980 meeting, the Michigan Equal Employment Opportunity Council approved the accompanying policy statement addressing affirmative action for handicapped persons. This policy is essential in order to meet the commitment the MEEOC has made to further employment opportunities in state government for handicappers.

In order to implement this policy, you are urged to modify your policy on expanded certification to include handicappers as protected group members.

Your cooperation and support are appreciated.

POLICY OF THE MICHIGAN EQUAL EMPLOYMENT OPPORTUNITY COUNCIL

Number 7

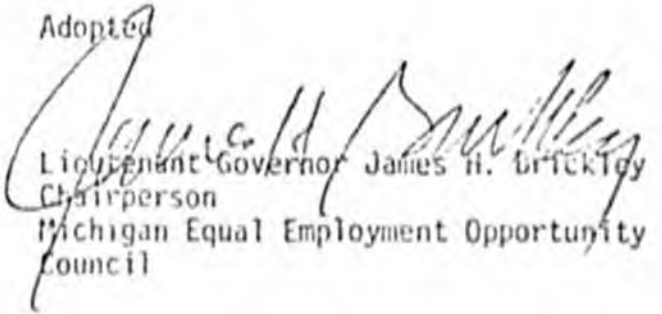
Under Executive Directive 1979-2, the Michigan Equal Employment Opportunity Council has responsibility for providing guidance to the state executive departments and agencies in implementing affirmative action programs. Included among those programs are those which address the needs of Michigan's handicapper population. The Council has adopted and is communicating through this issuance the following definition of handicapper, to be used for affirmative action purposes. This definition is that which is found in the E.E.O.C. November, 1979 proposed guidelines and will meet the requirements of the 1976 P.A. 220 and Section 504 of the Federal Vocational Rehabilitation Act of 1973.

1. Under the definition:

- a. "Handicapped person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Insofar as this Part relates to employment of handicapped persons, the term "handicapped person" does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reasons of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.
- b. As used in paragraph (a) of this section, the phrase: "Physical mental impairment" means (i) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or (ii) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation and emotional illness. The term "physical or mental impairment" also includes drug addiction and alcoholism except to the extent that individuals suffering from such ailments are excluded from the definition of a handicapped person in Subsection 1615.4(a) of the proposed E.E.O.C. regulations of November 29, 1979.

- c. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- d. "Has a record of such an impairment" means has a history of or has been misclassified as having, a mental or physical impairment which substantially limits one or more major life activities.
- e. "Is regarded as having an impairment" means (i) has a physical or mental impairment that does not substantially limit major life activities but is treated by a recipient as constituting such a limitation; (ii) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (iii) has none of the impairments defined in paragraph (b) (1) of this section but is treated by a recipient as having such an impairment.
- f. "Qualified handicapped person" means (a) with respect to employment, a handicapped person, who, with reasonable accommodation, can perform the essential functions of the job in question.
2. The Department of Civil Service is urged to design a survey to identify employees who meet the definition of handicapper, for affirmative action purposes, and to develop a tracking system for a periodic retrieval of the data.
3. Because the existing Civil Service procedure, the Six Month Trial Appointment, is restricted to those persons who cannot compete in a regular examination (approximately 3% of the handicapped population), the Civil Service Commission is urged to modify the expanded certification procedure to allow inclusion of handicappers.

Adopted


Lieutenant Governor James H. Brickley
Chairperson
Michigan Equal Employment Opportunity
Council

**PLEASE NOTE: THE PRECEDING PAGES WERE TREATED
AS A UNIT IN THE ORIGINAL DOCUMENT.**

MEMORANDUM

State of Alaska

TO: The Cabinet

DATE: March 26, 1981

FILE NO:

TELEPHONE NO: 465-3500

FROM: Jay S. Hammond
Governor

SUBJECT: Affirmative Action
Plan/EEO

I have approved a new procedure to be employed within the Executive Branch in order to more fully implement my policy of Equal Employment Opportunity/Affirmative Action. This procedure, which will be issued by the Division of Personnel, will allow you to execute your affirmative action plans once they are approved by the Director of Equal Employment Opportunity. We have extensively discussed the problem of executing our good intent in connection with EEO/AAP at the Cabinet level. The procedure is an important positive step to make certain my policy is implemented throughout State government. You will note that the procedure allows us to rectify any underutilization by race and/or sex based on merit and ability.

I expect this procedure to be implemented when a condition of underutilization exists for any job classification. In order for this procedure to be successful, the full cooperation of the Cabinet -- as well as your line managers -- is necessary. I am, therefore, relying on the Cabinet to implement this procedure in good faith.

cc: Lt. Governor Miller

MEMORANDUM

PERSONNEL MEMORANDUM 81-1
TO: All Personnel Officers

DATE: March 25, 1981

FILE NO:

TELEPHONE NO: 465-4430

FROM: *Bruce Cummings*
Bruce Cummings
Director
Division of Personnel
Department of Administration

SUBJECT: Use of Personnel Rules
5 02.4 and 5 02.5 for
Affirmative Action Program

Affirmative action necessitates every reasonable effort to employ in state government qualified persons of each race and sex at least in proportion to their availability in the relevant job markets. To the extent that we fail to meet that goal, so-called underutilization of persons by race or sex may exist. Personnel Rules 5 02.4 and 5 02.5 permit hiring from other than the top five ranked available candidates "when unique or unusual circumstances are recorded by the appointing authority." Correcting underutilization of employees of racial or sexual groups may constitute "unique and unusual circumstances," and therefore, the authority of that rule can be used to correct underutilization which has been documented by an employing agency in its approved affirmative action plan and by the Division of Equal Employment Opportunity (EEO).

Accordingly, beginning immediately and until any underutilization is corrected, the following procedures apply:

- (1) When an executive agency determines that it employs fewer members of a racial or sexual class, or both, in a job classification within a specific job group (e.g., entry professional, mid-level professional, senior professional, etc.), than the proportionate number of qualified persons of that racial or sexual class in the relevant job market without a racially or sexually neutral explanation, that class is considered to be underutilized. Until more reliable data have been developed, employing agencies and EEO will use the data used in preparing affirmative action plans to determine the numbers of qualified persons of each race and sex available in relevant job markets and to determine whether and to what extent underutilization exists.
- (2) Each time an agency fills a vacant position in a job group where underutilization has been documented in the agency's approved affirmative action plan, the agency can and should request discretionary authorization to appoint from below the top five ranked available candidates under the provisions of Personnel Rules 5 02.4 and 5 02.5 by submitting a memorandum to the director of EEO requesting authorization to correct the

underutilization. The request must specify the job classification to be filled in the job group in which underutilization has occurred and the racial or sexual group, or both, which are underutilized. The latter specification may be simply for "any minority." The request should be accompanied by supporting data. The formal Request for Certification (02-254), with Section A fully completed, must be attached to the request to the director of EEO. In the space provided for special requests, the agency is to enter "Affirmative Action" examining option, and specify the racial or sexual class or classes underutilized in the job group, or specify "any minority." An example is attached.

- (3) If the director of EEO finds that the agency determination of underutilization has been documented, he shall note his concurrence and forward the agency request for certification under these procedures to the director of personnel.
- (4) The Division of Personnel shall then issue a certification of eligibles for the agency's consideration from which the agency may:
 - (a) select from among the top five available eligibles, or
 - (b) select from among the top five available eligibles from the underutilized minority or racial or sexual group.
- (5) An agency is not required to appoint a candidate from an underutilized racial or sexual group. The appointing authority, on the basis of all relevant factors, which may include the need for the state government's workforce to be composed of qualified persons of each race and sex in proportion to their number in the relevant job markets, is expected to hire on the basis of ability.

Under these procedures, no applicant is to be denied employment solely on the basis of race or sex, and none is to be hired solely on that basis. Rather, these procedures are designed to correct, so long as it may exist, any underutilization of racial or sexual groups which may have resulted from pre-existing selection procedures or from their misapplication. These procedures may be utilized only where underutilization is documented by an agency's affirmative action plan and not otherwise. When documented underutilization of a class has been corrected, these procedures no longer apply.

Ultimately, affirmative action and the merit system are two sides of the same coin. Both demand that employment and promotion decisions be made on the basis of ability. Where recruiting, selection, and promotion practices result in underutilization of racial or sexual groups in comparison to the number of qualified persons of each race or sex in the relevant labor market, those practices must be corrected. These procedures will help, but they are not a solution to the overall problem. That solution will take more time. While we work on that solution, we will use these procedures.

We anticipate that there will be occasions when eligible lists will not have sufficient numbers of candidates in requested classes for adequate consideration. In such cases, the Divisions of Equal Employment Opportunity and Personnel are prepared to assist in recruitment efforts.

In order to be able to determine underutilization in your agency -- and therefore to use these procedures -- it is imperative that your Affirmative Action Plan be completed, approved by the Division of EEO, and maintained in a current status. In the absence of such a plan, we have no data on which to make determinations and will return your requests without action.

If you or members of your staff have any questions regarding these procedures, please contact the director of personnel at 465-4430.

BAC/nl
Attachment
C3/B

MEMORANDUM

State of Alaska

TO: Senator Vic Fischer, Chair
State Affairs Committee

DATE: March 10, 1981

cc: Senator Ferguson

FILE NO:

TELEPHONE NO:

FROM:  Niel Thomas
Executive Director
Human Rights Commission

SUBJECT: SB248
Equal Opportunity in
State Government.

Following are the Commission's comments offered at your request on this bill in your committee which would ratify by statute the activities of the existing Division of Equal Employment Opportunity in the Department of Administration. We officially supported a 1978 bill of this type (HB864 and various committee substitutes).

We support in principle the idea of defining in state law the responsibility of the EEO Division. We believe the administration can proceed with greater confidence along the course it has already chosen in support of equal employment opportunity if these activities simultaneously have the support of the entire Legislature by way of a bill. Most of the bill describes commonly accepted activities for programs of this type, including the present activities of the EEO Division.

One duty specified for the Division overlaps the responsibility of the Human Rights Commission. Proposed A.S. 39.28.020(6) is similar to existing A.S. 18.80.075(b) which authorizes the Human Rights Commission to employ separate counsel when enforcement proceedings before the Commission involving State government are taking place. The bill, therefore, creates the possibility of both the Commission and the EEO Division simultaneously pursuing the same enforcement action against state government in court.

The bill describes an EEO Division which operates as an internal advisor to state government. We suggest not assigning enforcement responsibility to the division which is also supposed to be the State's advisors. The incentive of enforcement should continue to reside at the somewhat independent quasi-judicial Human Rights Commission.

In place of the existing enforcement section in the bill the Legislature might create a mechanism to reward, recognize or even sanction state employee performance in carrying out affirmative action plans. That mechanism would be to have EEO performance reflected on performance evaluations. The option of granting or denying merit increases for this reason could be offered. These are different from the options which the Human Rights Commission provides in its cases, since the Commission's

enforcement focus is on providing relief to the victims of discrimination. State government can, however, reinforce its own commitment to equal opportunity with rewards and sanctions for employee performance on affirmative action requirements. There is presently no formalized procedure for reviewing compliance with EEO as part of the regular performance evaluation process, except passing mention of it in connection with the supervisory rating box on the present form.

The Legislature could implement this concept by making it a duty of the EEO Division director to

(6.) implement standards by which performance evaluations of supervisors reflect their compliance with affirmative action plans and objectives, including the granting or denial of merit increases.

Our final comment is to suggest revision of the definition of "affirmative action" in proposed A.S. 39.28.040(1) to track more closely on the key legal concepts of goals and timetables and elimination of discriminatory employment barriers:

(1) "affirmative action plan" means a set of achievable goals within reasonable time frames for each department to fully employ minority people and women at all pay grades consistent with their availability and includes an assessment of current utilization and availability with specific results-oriented procedures to identify and eliminate artificial or customary practices which operate to exclude minority people and women where not justified by operational necessity.

The concepts here, which are well supported by Alaska and Federal case law, are:

- (1) it is legal for employers to voluntarily establish goals and timetables in order to avoid discrimination charges (Steelworkers v. Weber).
- (2) goals must be established for all levels of an employer's workforce, hence the appropriateness of Senator Ferguson's concern for the upper salary grades (Executive Order 11246).
- (3) goals are established by comparing existing employment levels with the availability of minority people and women for each type of job (Executive Order 11246).


Memo to Senator Vic Fischer
March 10, 1981
Page 3

- (4) employers have a duty to root out unjustified exclusionary procedures which would otherwise make the goals unattainable (Griggs v. Duke Power Co.)

BILL ANALYSIS

ASSIGNMENT DATE 3/6/81

UNASSIGNED _____

DEPARTMENT Administration	SPONSOR (PRINCIPAL) Senator Ferguson	BILL NO. SB 248
DEPARTMENT POSITION Support of SB 248		
DIVISION DIRECTOR Aaron Isaacs <i>AI</i>	DATE 3/31/81	COMMISSIONER W.R. Hudson <i>[Signature]</i>
GOVERNOR'S OFFICE USE		
<input type="checkbox"/> POSITION NOTED <input type="checkbox"/> POSITION APPROVED <input type="checkbox"/> POSITION DISAPPROVED		
BY: _____ DATE: _____		
SUMMARY		
(1) RELATED BILLS (SIMILAR OR CONFLICTING) A.S. 18.80.075(b)		
(2) OTHER AGENCIES AFFECTED BY BILL All executive branch agencies		
(2) a. ORGANIZATIONAL SUPPORT FOR BILL		(2) b. ORGANIZATIONAL OPPOSITION TO BILL
N/A		N/A
(3) PROGRAM EFFECTS OF BILL		
<p>The bill is a revised version of Administrative Order No. 59. It will give emphasis to the affirmative action program within the executive branch if the enforcement provisions are deleted.</p>		
(4) FISCAL IMPACT: <input type="checkbox"/> NONE <input checked="" type="checkbox"/> FISCAL ANALYSIS ATTACHED		
(5) AMENDMENTS PROPOSED:		
Delete proposed: 39.28.020(6) Delete proposed: 39.28.010-39.28.040 and amend to read the same as Administrative Order No. 59. Delete proposed: 44.17.090 and amend to read the same as Admin. Order 59.		
(6) COMMENTS:		



CENTRAL COUNCIL

Tlingit and Haida Indian Tribes of Alaska

One Sealaska Plaza - Suite 200

Juneau, Alaska 99801

(907) 586-1432 or 586-3613

TESTIMONY OF JOHN HOPE

on

SB 248, "AN ACT RELATING TO EQUAL EMPLOYMENT OPPORTUNITY
IN THE EXECUTIVE BRANCH OF THE STATE GOVERNMENT;
AND PROVIDING FOR AN EFFECTIVE DATE"

(Presented at the Senate State Affairs
Committee meeting on March 31, 1981.)

HONORABLE CHAIRMAN FISCHER, VICE CHAIRMAN COLLETTA,
AND COMMITTEE MEMBERS. GOOD AFTERNOON, MY NAME IS JOHN
HOPE. I AM THE PRESIDENT OF THE CENTRAL COUNCIL OF THE
TLINGIT AND HAIDA INDIAN TRIBES OF ALASKA. WE ARE THE
CONGRESSIONALLY-RECOGNIZED GENERAL GOVERNING BODY FOR MORE
THAN 16,000 TLINGIT AND HAIDA INDIANS, WHO, FOR THE MOST
PART, RESIDE IN NINETEEN SOUTHEAST ALASKA COMMUNITIES. AS
YOU CAN SEE, WE MUST BE CONCERNED ABOUT THE ISSUE OF EQUAL
OPPORTUNITY IN STATE GOVERNMENT.

I AM HERE TODAY TO OFFER CENTRAL COUNCIL SUPPORT
FOR SENATE BILL 248. THE DIVISION OF EQUAL EMPLOYMENT
OPPORTUNITY NOW HAS THE RESPONSIBILITY OF CARRYING OUT THE
STATE'S POLICY OF EQUAL OPPORTUNITY IN THE EMPLOYMENT
ACTIVITIES, PROGRAMS AND DECISIONS OF THE EXECUTIVE BRANCH
AGENCIES. WE SUPPORT SB 248 BECAUSE IT DEFINES IN STATE LAW
THOSE RESPONSIBILITIES.

WE NOTE THAT THE BILL ACKNOWLEDGES (IN THE FACE OF
CONTINUED LACK OF OPPORTUNITY FOR MEMBERS OF ALASKA'S RACIAL
MINORITIES AND WOMEN) THAT AGGRESSIVE MEASURES NEED TO BE

Testimony of John Hope
SB 248
Page 2

TAKEN TO IMPROVE THOSE OPPORTUNITIES. WE AGREE. WE WOULD HOWEVER, LIKE TO ENCOURAGE THE LEGISLATURE TO ADDRESS IN THIS BILL A POSITIVE MEANS OF ACCOMPLISHING AFFIRMATIVE ACTION, SUCH AS REWARDING STATE EMPLOYEE PERFORMANCE IN CARRYING OUT AFFIRMATIVE ACTION PLANS BY HAVING IT REFLECTED ON EMPLOYEE PERFORMANCE EVALUATIONS. THIS IN CONJUNCTION WITH WITH ENFORCEMENT CAPABILITY SHOULD INCREASE THE EFFECTIVENESS OF THE EEO DIVISION. WE URGE YOUR FAVORABLE CONSIDERATION OF THIS LEGISLATION. THANK YOU.

Contact:

Mr. John Hope, President Tlingit & Haida Central Council One Sealaska Plaza, Suite 200 Juneau, Alaska 99801 (907) 586-1432



Official Business

Alaska State Legislature

Senate

Pouch V
State Capitol
Juneau, Alaska 99811

TO: Senator Fischer, Chairman
Senate State Affairs

FROM: Senator Ferguson *EF*

DATE: March 31, 1982

SUBJECT: SB 248

I am proposing the following amendments to SB 248.

1. Page 2, Delete subsection 6 and insert new subsection 6 to read:

"(6) implement standards by which performance evaluations of supervisors reflect their compliance with affirmative action plans and objectives including the granting or denial of merit increases."

2. Page 4, Delete subsection 1 and insert new subsection 1 to read:

"(1) 'affirmative action plan' means a set of achievable goals within reasonable time frames for each department to fully employ minority people and women at all pay grades consistent with their availability and includes an assessment of current utilization and availability with specific results-oriented procedures to identify and eliminate artificial or customary practices which operate to exclude minority people and women where not justified by operational necessity."

SB 248

Anch Times 3-29-81
Miller questions hiring

The state's personnel system has effectively denied Alaskans equal access to state jobs, Lt. Gov. Terry Miller said Saturday.

Speaking to the Alaska Black Caucus, Miller called the personnel system "a system that has over-credentialed positions and allows state administrators too often to use arbitrary methods to fill state positions."

(Related story, page B-9)

"While these practices discriminate against Alaskans of every circumstance, they impact women and minorities most severely. The results are obvious. In a recently published list of top-paid state employees, few were women and even fewer were minorities."

Miller said he wasn't condemning the efforts of the Division of Personnel but rather questioning the progress the state has made in promoting and hiring women and minorities.

He proposed a regular, thorough review of state hiring practices and said Gov. Jay Hammond will propose a hiring policy designed to ensure more Alaskans have an opportunity for state employment.

The policy, Miller said, would require the Division of Personnel to provide state employers with the names of the top five women applicants for a job and the top five minority applicants. Those would be in addition to the top five applications currently given to the employers.

"This will reduce the dependence of the actual state employer on what are too often arbitrary decisions by the Division of Personnel — based too often only on resumes and the ability to take tests," he said.

"It will enlarge the pool of Alaskans that will be interviewed for state jobs."

MEMORANDUM

State of Alaska

TO: Senator Vic Fischer, Chair
State Affairs Committee

DATE: March 10, 1981

cc: Senator Ferguson

FILE NO:

TELEPHONE NO:

FROM: ~~W~~ Niel Thomas
Executive Director
Human Rights Commission

SUBJECT: SB248
Equal Opportunity in
State Government.

Following are the Commission's comments offered at your request on this bill in your committee which would ratify by statute the activities of the existing Division of Equal Employment Opportunity in the Department of Administration. We officially supported a 1978 bill of this type (HB864 and various committee substitutes).

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enforcement focus is on providing relief to the victims of discrimination. State government can, however, reinforce its own commitment to equal opportunity with rewards and sanctions for employee performance on affirmative action requirements. There is presently no formalized procedure for reviewing compliance with EEO as part of the regular performance evaluation process, except passing mention of it in connection with the supervisory rating box on the present form.

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Our final comment is to suggest revision of the definition of "affirmative action" in proposed A.S. 39.28.040(1) to track more closely on the key legal concepts of goals and timetables and elimination of discriminatory employment barriers:

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Memo to Senator Vic Fischer

March 10, 1981

Page 3

- (4) employers have a duty to root out unjustified exclusionary procedures which would otherwise make the goals unattainable (Griggs v. Duke Power Co.)

THE LEGISLATURE OF THE STATE OF ALASKA
TWELFTH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. SB 248
 Title An Act relating to equal employment opportunity, in the executive branch.
 Requested by Senator Fischer Date March 20, 1981

II. FISCAL DETAIL

Agency Affected Department of Administration
 Program Category Affected General Government
 BRU, Program, or Subprogram(s) Affected Equal Employment Opportunity/Admin. Svcs: WP-AS
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
100 PERSONAL SERVICES	0	255.5	275.9	298.0	321.8	347.5
200 TRAVEL	0	22.0	24.6	27.6	30.9	34.6
300 CONTRACTUAL	0	62.5	67.5	72.9	78.7	85.0
400 COMMODITIES	0	11.1	2.3	2.5	2.7	2.9
500 EQUIPMENT	0	10.8	0	0	0	0
600 LAND & STRUCTURES	0	0	0	0	0	0
700 GRANTS, CLAIMS, ETC.	0	0	0	0	0	0
TOTAL	0	361.9	370.3	401.0	434.1	470.0

FUNDING (Thousands of Dollars)

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
GENERAL FUND	0	361.9	370.3	401.0	434.1	470.0
FEDERAL FUNDS						
OTHER (Specify Fund Source)						

POSITIONS

	FY 81	FY 82	FY 83	FY 84	FY 85	FY 86
FULL TIME	0	7	7	7	7	7
PART TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

A. ASSUMPTIONS:

The fiscal detail is based on the assumption that SB 248 is signed into law.

B. PROGRAM SUMMARY:

SB 248 outlines program areas for the Division of Equal Employment. Key elements include:

- Administration of the Equal Employment Opportunity and Affirmative Action programs in the executive branch of Alaska state government;
- Development and implementation of standards and procedures for agency affirmative action plans and programs;

(continued on next page)

IV. DATE March 20, 1981 PREPARED BY Kaye Hovan
 AGENCY Division of Equal Employment Opportunity
 PHONE 465-3571

Original: Legislative Finance
 cc: Budget and Management
 Prime Sponsor (First Legislator Named) Senator Ferguson
Keith Speckinj
 33-001 (Rev. 12, 80)

THE LEGISLATURE OF THE STATE OF ALASKA

TWELFTH LEGISLATURE

FISCAL NOTE

SB 248 (continued)

3. Review and monitoring of affirmative action plans, programs, and employment system practices for compliance with equal employment opportunity laws and regulations;
4. Enforcement of equal employment opportunity and affirmative action; and,
5. Provide training in anti-discrimination laws and regulations to managers, supervisors, and employees.

SB 248 will necessitate the addition of the following seven (7) positions:

1. Three Equal Employment Officer II's
2. Two Investigator III's
3. One Training Specialist
4. One Correspondence Secretary II

Funds for travel will be necessary for investigations and to provide training in locations where a majority of state employees are located. Contractual services include telephone, printing, office space, etc. Commodities include small desk top items such as pencils, pens, paper, etc. and major items under \$500.00 such as desks, chairs, calculators, bookcases, tables, etc.

Funding for the program will be general fund and will be allocated as follows:

<u>EXPENDITURES</u>	<u>EEO</u>	<u>ADMIN. SERVICES</u>
100	230.1	25.4
200	22.0	0
300	58.5	4.0
400	10.1	1.0
500	0	10.8
TOTAL	320.7	41.2

C. COMPUTATIONS:

This fiscal note was prepared by line item - no formula was used.

1	POSITION TITLE Equal Employment Officer II				RANGE/STEP 16 A	BARG. UNIT. Confid.	LOCATION Juneau	GOV.	APPROV.	DISAPP.
2	TYPE OF POSITION PFT	STAFF MONTHS 12	RP No.	PCN No.	PRIORITY 1		FORM 12 PAGE/LINE	LEG.		
3	TYPE OF EXPENDITURE				AMOUNT		JUSTIFICATION:			
	1	2	3							
4	PERSONAL SERVICES:									
	SALARY		2291	27,492						
5	BENEFITS		.1579	4340						
6	FICA		.0613	1685						
7	HEALTH INS.		150/mo.	1800						
8	TOTAL PERSONAL SERVICES		01	35,317						
9	TRAVEL		02	795						
10	CONTRACTUAL		03	4,333						
11	COMMODITIES		04	1,598						
12	EQUIPMENT		05							
13	OTHER									
14	TOTAL COST			42,043						
	CODE	FUNDING SOURCE								
15		FED RCPTS 1002								
16		GF MATCH 1003								
17		GEN. FUND 000		42,043						
18		I-A RCPTS 1005								
19		PGM RCPTS 1008								
20		OTHER								
21	CONTINUATION									
22	ADDITION		X	FOR B&M USE ONLY						
4A KEY NUMBER		COLUMN NO.								

These 3 positions will be necessary to implement the department affirmative action plan and program provisions of SB 248.

Each of these positions will have the responsibility for 3 executive branch agencies. Their duties will include but not be limited to:

1. Providing technical assistance to the agencies in preparation and implementation of affirmative action plans and programs which identify problems, establish goals and time tables, and set forth remedies;
2. Monitor agency programs to ensure that actions are implemented in order that all personnel practices, terms and conditions are non-discriminatory;
3. Assist agencies in evaluating their programs and plans and monitor work force statistics.

AGENCY Administration PROGRAM Labor Services

13 REQUEST FOR NEW POSITION.

BRU Equal Employment Opportunity

COMPONENT Equal Employment Opportunity

Page 1 of 6

REVISED DATE _____

FY 82

1	POSITION TITLE Equal Employment Officer II			RANGE/STEP 16 A	BARG. UNIT. Confid.	LOCATION Juneau	GOV	APPROV	DISAPP.						
2	TYPE OF POSITION PFT	STAFF MONTHS 12	RP No.	PCN No.	PRIORITY 2	FORM 12	PAGE/LINE	LEG.							
3	TYPE OF EXPENDITURE			AMOUNT		JUSTIFICATION:									
	1	2	3												
4	PERSONAL SERVICES: SALARY	2291	27,492	<p>These 3 positions will be necessary to implement the department affirmative action plan and program provisions of SB 248.</p> <p>Each of these positions will have the responsibility for 3 executive branch agencies. Their duties will include but not be limited to:</p> <ol style="list-style-type: none"> Providing technical assistance to the agencies in preparation and implementation of affirmative action plans and programs which identify problems, establish goals and time tables, and set forth remedies; Monitor agency programs to ensure that actions are implemented in order that all personnel practices, terms and conditions are non-discriminatory; Assist agencies in evaluating their programs and plans and monitor work force statistics. 											
5	BENEFITS	.1579	4,340												
6	FICA	.0613	1,685												
7	HEALTH INS.	150/mo.	1,800												
8	TOTAL PERSONAL SERVICES	01	35,317												
9	TRAVEL	02	795												
10	CONTRACTUAL	03	4,333												
11	COMMODITIES	04	1,598												
12	EQUIPMENT	05													
13	OTHER														
14	TOTAL COST		42,043												
	CODE	FUNDING SOURCE													
15		FED RCPTS. 1002													
16		GF MATCH. 1003													
17		GEN. FUND 1004		42,043											
18		I-A RCPTS. 3001													
19		PGM RCPTS 1020													
20		OTHER													
21	CONTINUATION			FOR B&M USE ONLY											
22	ADDITION	X													
4A KEY NUMBER _____ COLUMN NO. _____															

AGENCY Administration PROGRAM Labor Services

BRU Equal Employment Opportunity

COMPONENT Equal Employment Opportunity

13 REQUEST FOR NEW POSITION.

Page 2 of 6

REVISED DATE _____

FY 82

1	POSITION TITLE Equal Employment Officer II			RANGE/STEP 16 A	BARG. UNIT. Confid.	LOCATION Juneau	GOV	APPROV	DISAP
2	TYPE OF POSITION PFT	STAFF MONTHS	RP No.	PCN No.	PRIORITY 3	FORM 12 PAGE/LINE	LEG.		
3	TYPE OF EXPENDITURE			AMOUNT		JUSTIFICATION:			
	1	2	3						
4	PERSONAL SERVICES:								
	SALARY	2291	27,492						
5	BENEFITS	.1579	4,340						
6	FICA	.0613	1,685						
7	HEALTH INS.	150/mo.	1,800						
8	TOTAL PERSONAL SERVICES		01	35,317	<p>These 3 positions will be necessary to implement the department affirmative action plan and program provisions of SB 248.</p> <p>Each of these positions will have the responsibility for 3 executive branch agencies. Their duties will include but not be limited to:</p> <ol style="list-style-type: none"> 1. Providing technical assistance to the agencies in preparation and implementation of affirmative action plans and programs which identify problems, establish goals and time tables, and set forth remedies; 2. Monitor agency programs to ensure that actions are implemented in order that all personnel practices, terms and conditions are non-discriminatory; 3. Assist agencies in evaluating their programs and plans and monitor work force statistics. 				
9	TRAVEL		22	795					
10	CONTRACTUAL		03	4,333					
11	COMMODITIES		04	1,598					
12	EQUIPMENT		05						
13	OTHER								
14	TOTAL COST			42,043					
	CODE	FUNDING SOURCE							
15		FED RCPTS 1117							
16		GF MATCH 1003							
17		GEN. FUND 1001		42,043					
18		I-ARCPTS 1075							
19		PGM RCPTS 102							
20		OTHER							
21	CONTINUATION								
22	ADDITION	X		FOR B&M USE ONLY					

AGENCY Administration PROGRAM Labor Services

BRU Equal Employment Opportunity

COMPONENT Equal Employment Opportunity

13 REQUEST FOR NEW POSITION.

Page 3 of 6

REVISED DATE _____

FY 82

1	POSITION TITLE Investigator III			RANGE/STEP 18 A	BARG. UNIT. Confid.	LOCATION Juneau	GOV.	APPROV.	DISAPP.
2	TYPE OF POSITION PFT	STAFF MONTHS	RP No.	PCN No.	PRIORITY 4	FORM 12	PAGE/LINE	LEG.	
3	TYPE OF EXPENDITURE			AMOUNT					
	1			2		3			
4	PERSONAL SERVICES:								
	SALARY	2640		31,680					
5	BENEFITS	.1579		5,003					
6	FICA	.0613		1,942					
7	HEALTH INS.	150/mo.		1,800					
8	TOTAL PERSONAL SERVICES			01	40,425				
9	TRAVEL			02	3,749				
10	CONTRACTUAL			03	4,833				
11	COMMODITIES			04	1,862				
12	EQUIPMENT			05					
13	OTHER								
14	TOTAL COST				50,869				
	CODE	FUNDING SOURCE							
15		FED RCPTS 1002							
16		GF MATCH 1002							
17		GEN. FUND 1001			50,869				
18		I-A RCPTS 1003							
19		PGM RCPTS 1002							
20		OTHER							
21	CONTINUATION								
22	ADDITION	XX	FOR B&M USE ONLY						
4A KEY NUMBER _____ COLUMN NO. _____									

JUSTIFICATION:

Sec. 39.28.020(6) which gives the Division of Equal Employment Opportunity enforcement powers will require the addition of 2 investigator positions. These positions will:

1. Investigate charges alleging violations of affirmative action standards and procedures;
2. Collect and prepare evidence for the legal enforcement of affirmative action standards and procedures;
3. Interview and take statements from those alleging non-compliance and witnesses;
4. Analyze and evaluate evidence and assist legal counsel with complex or unusual problems relating to investigation and substantiation of the charge;
5. Appear as an expert witness for the prosecution in legal proceedings.

AGENCY Administration PROGRAM Labor Services

BRU Equal Employment Opportunity

COMPONENT Equal Employment Opportunity

13 REQUEST FOR NEW POSITION.

FY 82

1	POSITION TITLE Investigator III			RANGE/STEP 18 A	BARG. UNIT. Confid.	LOCATION Juneau	GOV.	APPROV.	DISAPP.
2	TYPE OF POSITION PFT	STAFF MONTHS	RP No.	PCN No.	PRIORITY 5	FORM 12	PAGE/LINE	LEG.	
3	TYPE OF EXPENDITURE			AMOUNT		JUSTIFICATION:			
	1	2	3						
4	PERSONAL SERVICES:								
	SALARY	2640	31,680						
5	BENEFITS	.1579	5,003						
6	FICA	.0613	1,942						
7	HEALTH INS.	150/mo.	1,800						
8	TOTAL PERSONAL SERVICES		40,425						
9	TRAVEL		3,749						
10	CONTRACTUAL		4,833						
11	COMMODITIES		1,862						
12	EQUIPMENT								
13	OTHER								
14	TOTAL COST		50,869						
	CODE	FUNDING SOURCE							
15		FED RCPTS 1002							
16		GF MATCH 1003							
17		GEN FUND 1001		50,869					
18		I-A RCPTS							
19		PCM RCPTS							
20		OTHER							
21	CONTINUATION								
22	ADDITION	X		FOR B&M USE ONLY					
4A KEY NUMBER _____				COLUMN NO. _____					

Sec. 39.28.020(6) which gives the Division of Equal Employment Opportunity enforcement powers will require the addition of 2 investigator positions. These positions will:

1. Investigate charges alleging violations of affirmative action standards and procedures;
2. Collect and prepare evidence for the legal enforcement of affirmative action standards and procedures;
3. Interview and take statements from those alleging non-compliance and witnesses;
4. Analyze and evaluate evidence and assist legal counsel with complex or unusual problems relating to investigation and substantiation of the charge;

Appear as an expert witness for the prosecution in legal proceedings.

AGENCY Administration PROGRAM Labor Services

BAU Equal Employment Opportunity

COMPONENT Equal Employment Opportunity

13 REQUEST FOR NEW POSITION.

FY 82

1	POSITION TITLE Training Specialist			RANGE/STEP 19 A	BARG. UNIT. Confid.	LOCATION Juneau	GOV	APPROV.	DISAPP.						
2	TYPE OF POSITION PFT	STAFF MONTHS	RP No.	PCN No.	PRIORITY 6	FORM 12	PAGE/LINE	LEG.							
3	TYPE OF EXPENDITURE			JUSTIFICATION:											
	1	2	3												
4	PERSONAL SERVICES:			<p>Passage of SB 248 Sec. 39.28.020.(7) will require the addition of 1 Training Specialist position. The Training Specialist will have the responsibility for:</p> <ol style="list-style-type: none"> 1. Accessing the training needs of departments of the Executive Branch; 2. Developing and preparing seminars, workshops, bulletins, pamphlets, etc. to address the training needs identified through accessments or requests from departments; 3. Instruct/facilitate and coordinate training; 4. Follow-up on training to assure that it is effective. 											
5	SALARY	2837	34,044												
6	BENEFITS	.1579	5,376												
7	FICA	.0613	2,087												
8	HEALTH INS.	150/mo.	1,800												
9	TOTAL PERSONAL SERVICES		43,307												
10	TRAVEL		12,137												
11	CONTRACTUAL		5,835												
12	COMMODITIES		1,598												
13	EQUIPMENT														
14	OTHER														
15	TOTAL COST		62,877												
15	CODE	FUNDING SOURCE													
16		FED RCPTS. 1102													
17		GEN. FUND 1004		62,877											
18		I-A RCPTS. 1001													
19		PGM RCPTS 1102													
20		OTHER													
21	CONTINUATION			FOR B&M USE ONLY											
22	ADDITION	X													
4a KEY NUMBER _____				COLUMN NO. _____											

AGENCY Administration PROGRAM Labor Services

BAU Equal Employment Opportunity

COMPONENT Equal Employment Opportunity

13 REQUEST FOR NEW POSITION.

FY 82

1	POSITION TITLE Correspondence Secretary II				RANGE/STEP 10B	BARG. UNIT. G	LOCATION Juneau	GOV	APPROV	DISAPP.
2	TYPE OF POSITION PFT	STAFF MONTHS 12	RP No.	PCN No.	PRIORITY 7	FORM 12	PAGE/LINE	LEG		
3	TYPE OF EXPENDITURE			AMOUNT	JUSTIFICATION: This position will be necessary to provide typing support for EEO Division staffing increase. The position will type documents, reports, plans, letters, memos, etc. on sophisticated word processing equipment.					
	1	2	3							
4	PERSONAL SERVICES:									
4	SALARY	1,613	19,356							
5	BENEFITS	.1579	3,056							
6	FICA	.0613	1,187							
7	HEALTH INS.	150/mo.	1,800							
8	TOTAL PERSONAL SERVICES			25,399						
9	TRAVEL		02	-0-						
10	CONTRACTUAL		03	4,000						
11	COMMODITIES		04	1,000						
12	EQUIPMENT		05	10,800						
13	OTHER									
14	TOTAL COST			41,199						
	CODE	FUNDING SOURCE								
15		FED RCPTS 1002								
16		GF MATCH 1003								
17		GEN FUND 1004		41,199						
18		I-A RCPTS 1005								
19		PGM RCPTS 1028								
20		OTHER								
21	CONTINUATION		FOR B&M USE ONLY							
22	ADDITION	X								
4A	KEY NUMBER		COLUMN NO.							

AGENCY Administration PROGRAM Labor Services
Equal Employment Opportunity
BRU Equal Employment Opportunity
COMPONENT _____

13 REQUEST FOR NEW POSITION.

FY 82

Original sponsor: Ferguson

Jenny please make changes needed by 8/22 Wed. afternoon
Thanks, Nancy Guss
Sen. Ferguson

1 IN THE SENATE

BY THE STATE AFFAIRS COMMITTEE

2 CS FOR SENATE BILL NO. 248 (State Affairs)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 TWELFTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to equal employment opportunity in
7 the executive branch of the state government; and
8 providing for an effective date."

9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

10 * Section 1. FINDINGS AND PURPOSE. (a) There is evidence of continued
11 lack of opportunity for members of Alaska's protected classes to obtain
12 appointment to and employment in responsible positions in the executive
13 branch of the state government.

14 (b) In furtherance of the commitment of the state to human rights and
15 employment opportunity, it is the policy of the state that there shall be
16 equal opportunity and nondiscrimination in the employment activities, pro-
17 grams, and decisions of the executive branch of the state government, and
18 that aggressive affirmative action is required by executive branch agencies,
19 individually and collectively, to provide equal employment opportunities for
20 all Alaskans in those agencies.

21 (c) Affirmative action requires that steps be taken in all executive
22 branch departments to eliminate discriminatory barriers to employment on the
23 grounds of race, religion, color, national origin, age, sex, handicap,
24 marital status, changes in marital status, pregnancy, parenthood, or any
25 other reason not related to merit. It also requires positive, aggressive
26 measures to ensure that all terms and conditions of employment including,
27 but not limited to, the areas of recruitment, hiring, assignments, evalua-
28 tion, promotion or transfer, layoff, termination, training, compensation,
29 and treatment are not arbitrarily discriminatory on the grounds listed in

WHAT IS "EQUAL OPPORTUNITY"?

1 this subsection.

2 * Sec. 2.1 AS 44.21.020(9) is repealed and reenacted to read:

3 (9) administer a statewide personnel program consisting of

4 (A) central personnel services, including but not
5 limited to recruitment, hiring, examination, assignments, position
6 classification, pay administration based on equal pay for work of
7 comparable value, promotion, transfers, layoff, and termination;
8 and

9 (B) the equal employment opportunity program estab-
10 lished in AS 39.28;

11 * Sec. 3. AS 39 is amended by adding a new chapter to read:

12 CHAPTER 28. EQUAL EMPLOYMENT OPPORTUNITY IN STATE EMPLOYMENT.

13 Sec. 39.28.010. DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY. The
14 division of equal employment opportunity is established in the Depart-
15 ment of Administration. The director of equal employment opportunity
16 shall administer the programs of the division.

17 Sec. 39.28.020. DUTIES OF DIRECTOR. The director shall

18 (1) administer the equal employment opportunity program for
19 the executive branch of state government;

20 (2) implement state policies with respect to nondiscrimina-
21 tion in employment, equal employment opportunity, and affirmative
22 action;

23 (3) develop and implement standards and procedures for the
24 preparation, timely submission, and review of affirmative action plans
25 by each department;

26 (4) review and approve affirmative action plans submitted by
27 each department;

28 (5) monitor employment practices of each department to
29 assure that terms and conditions of employment ~~do not violate affirma-~~
THE NEW 1991-1992...

1 ~~tive action standards and procedures;~~

2 (6) implement standards by which performance evaluations of
3 supervisors reflect their compliance with affirmative action plans and
4 objectives, including the granting or denial of merit increases;

5 (7) maintain contact with each department, and provide
6 training to management, supervisors, and employees to improve their
7 knowledge and understanding of laws prohibiting discrimination in
8 public employment and affirmative action standards and practices;

9 (8) cooperate with the director of the division of personnel
10 to assure that the state personnel system operates to assist appointing
11 authorities in each department in meeting affirmative action goals, and
12 that the policies, practices, and regulations of the personnel system
13 ~~comply with affirmative action requirements;~~ *BE NONDISCRIMINATORY; (ALL HERE FROM PAGE 4)*

14 (9) advise the director of the division of labor relations
15 on equal employment opportunity matters; ~~which pertain to contract~~
16 ~~negotiations and the management of the affairs of the division of labor~~
17 ~~relations;~~ *DO NOT ADVISE ON CONTRACTS AND TOLERANCE*

18 *112* (10) prepare, adopt, and implement procedures to investigate,
19 determine, and resolve issues related to affirmative action plans; and

20 *1* (11) prepare the annual affirmative action plan and report
21 for the executive branch of state government as required by AS 39.28.-
22 030.

23 Sec. 39.28.030. ANNUAL PLAN AND REPORT. (a) The director shall
24 prepare the annual affirmative action plan and annual report. The plan
25 and report shall be presented to the commissioner of administration,
26 the governor, and the legislature by January 31 of each year.

27 (b) The annual plan and report includes, but is not limited to

28 (1) a comprehensive plan, establishing goals and objectives
29 for equal employment opportunity through compliance with affirmative

1 action standards and procedures;

2 (2) identification of problems and concerns, and of efforts
3 which have been considered or implemented to address or correct those
4 problems and concerns;

5 (3) a summary of efforts to eliminate the effects of past or
6 present discriminatory practices in the terms, conditions, and privi-
7 leges of employment;

8 (4) an evaluation of the efforts of the division of equal
9 employment opportunity, and of the efforts of each state department, to
10 achieve equal employment opportunity in employment in a department;
11 ~~through affirmative action standards and procedures.~~

12 (5) a set of achievable goals within reasonable time frames
13 for each department to fully employ ~~minority people and women~~ *protected classes* at all
14 pay grades consistent with their availability;

15 (6) an assessment of current ~~utilization and~~ *utilization* availability of
16 minority people and women with specific procedures to identify and
17 eliminate artificial or customary practices not justified by operational
18 necessity which operate to exclude ~~minority people and~~ *protected classes*

19 (7) recruitment techniques designed to reach minorities, ~~and~~ *protected classes*
20 women, handicapped persons and others *protected classes*;

21 (8) an identification of ~~discriminatory selection and promo-~~ *discriminatory selection and promo-*
22 tion devices and recommendations for the elimination of those discrimi-
23 natory practices; and

24 (7) ~~(9)~~ goals, time tables, or some other formula which defines
25 objective hiring aims.

26 Sec. 39.28.040. DEFINITIONS. In this chapter

27 (1) "department" means a department or agency in the execu-
28 tive branch of state government;

29 (2) "director" means the director of the division of equal

1 employment opportunity.

2 * Sec. 4. AS 44.17 is amended by adding a new section to read:

3 Sec. 44.17.090. RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY.

4 (a) The principal executive officer of each state department is
5 responsible for the activities, programs, and decisions of that depart-
6 ment which relate to equal opportunity in employment of persons in that
7 department.

8 (b) The principal executive officer of each state department
9 shall

10 (1) prepare, adopt, and implement an affirmative action plan
11 for the department, including

12 (A) a comprehensive plan, establishing goals and ob-
13 jectives for equal employment opportunity through compliance with
14 affirmative action standards and procedures;

15 (B) identification of problems and concerns, and of
16 efforts which have been considered or implemented to address or
17 correct those problems and concerns;

18 (C) a summary of efforts to eliminate the effects of
19 past or present discriminatory practices in the terms, conditions,
20 and privileges of employment; and

21 (D) an evaluation of the department's efforts to achieve
22 equal employment opportunity in employment in the department
23 through affirmative action standards and procedures; and

24 (2) employ an equal employment opportunity officer to super-
25 vise the development and implementation of the department's affirmative
26 action program.

27 * Sec. 5. ~~AS 18.80.060(6) is amended to read:~~

28 (6) ~~make an overall assessment, at least once every three~~
29 ~~years, of the progress made toward equal employment opportunity by each~~

1 [EVERY] department of state government, and of the affirmative action
2 plan for employment in the executive branch of the state government;
3 the assessment--[.--- RESULTS OF THE ASSESSMENT] shall be included in the
4 annual report made under AS 18.80.150.

5 * Sec. 6. This Act takes effect July 1, 1981.
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STATE OF ALASKA

Office of the Governor

Administrative Order No. 59

Executive Order ???

send veteran's
pref.
Vietnam ERA
veterans
disabled
5 yrs.

In further pursuit of the State of Alaska's commitment to human rights as expressed in the State Constitution and Alaska Statute 18.80.200, as amended, I, Jay S. Hammond, Governor of the State of Alaska, under the authority granted by Article III of the Alaska Constitution and by Alaska Statute 44.17.060, order the following as the equal employment opportunity policy of the executive branch of the State of Alaska:

1. Statement of Policy; General Requirements

1.1 The policy of the executive branch of the State of Alaska is equal opportunity and nondiscrimination in all of its employment decisions, programs, and activities. The state shall take affirmative steps to implement this policy in the internal affairs of state government, as well as its relations with the public.

1.2 All departments or appointing authorities shall have affirmative action programs and written plans to conform with this order. All affirmative action programs and plans shall be reviewed by the Department of Administration, Division of Equal Employment Opportunity, established in part 2 of this order.

1.3 Affirmative action requires that steps be taken in all departments to eliminate discriminatory barriers to employment on the grounds of race, religion, color, national origin, age, sex, handicap, marital status, changes in marital status, pregnancy or parenthood, when the reasonable

insert

demands of the position do not require a distinction. It also requires positive, aggressive measures to ensure that all terms and conditions of employment including, but not limited to, the areas of recruitment, hiring, assignments, evaluation, promotion or transfer, layoff, termination, training, compensation, and treatment are not arbitrarily discriminatory on the grounds listed.

2. Responsibilities

2.1 The Commissioner of the Department of Administration is responsible for the Equal Employment Opportunity Program. Specific responsibility and authority for administering and implementing the state's Equal Employment Opportunity Program is assigned to the Division of Equal Employment Opportunity, established within the Department of Administration.

2.2 The Director of the State Division of Equal Employment Opportunity shall administer the Equal Employment Opportunity Program for employment within the executive branch, and shall carry out the state's policy on nondiscrimination, equal employment opportunity, and affirmative action in employment within the executive branch. The Director shall:

- (1) develop and implement guidelines, standards, and procedures governing the preparation, timely submission, and review of affirmative action plans by all departments within the executive branch;
- (2) give final approval or disapproval of all affirmative action plans submitted by each department;
- (3) conduct an ongoing review of affirmative action plans and their implementation to assure that programs are in compliance with this administrative order;

- (4) Establish a uniform complaint procedure which is to be included in all affirmative action plans and available to all persons subject to this administrative order, including applicants as well as employees. This procedure must be used to investigate, determine, and resolve issues covered by this Administrative Order or related to affirmative action plans. This procedure is a means by which persons may bring issues covered by this order to the attention of responsible officials for the purpose of investigation, determination, and resolution. However, a failure to comply with this procedure does not deny a person any right he would not otherwise have under the United States and Alaska Constitutions and statutes.
- (5) Maintain contact with state agencies, employees, or applicants and any state or federal enforcement agency in connection with all issues covered by this administrative order.
- (6) Cooperate with the director of the Division of Personnel to ensure that the state personnel system is operated in ways which provide assistance to appointing authorities in meeting affirmative action goals and that all personnel system policies, practices, and regulations comply with this administrative order.
- (7) Monitor employment practices and policies and take necessary measures to ensure that all conditions of employment, including but not limited to, the areas of recruitment, hiring, assignment, evaluation, promotion, demotion, transfer, layoff, termination, training, compensation and treatment are not arbitrarily discriminatory on the grounds listed in sections 1.3 of this order.

(8) Review all employee collective bargaining agreements on a continuing basis to ensure ^{and the} compliance with this ~~administrative order~~ ^{AS. 39.28} and advise the director of the Division of Labor Relations on FEO matters as they pertain to contract negotiations and management.]

call Labor Relations Sandy Wilkins

(9) Provide training to management, supervisors, and employees to strengthen knowledge and understanding of state and federal anti-discrimination laws and subjects covered under this administrative order.

(10) Prepare the overall state affirmative action plan which is to consist of this administrative order, the annual plan, and the annual report. The state affirmative action plan must be submitted to the commissioner of administration, the governor, and the legislature no later than January 31 of each year.

2.3 The commissioner of each department or the authority in agencies of the executive branch that are not in departments shall:

(1) Have an affirmative action plan setting forth goals and timetables, identifying problem areas, outlining remedies, and specifying reasonable measures to eliminate the effects of any past or present discriminatory practices and terms, conditions, and privileges of employment.

(2) ~~Select an official~~ of the department at the level of director or above who is to be designated the department equal employment opportunity ^{officers} ~~representative~~. The department equal employment opportunity representative;

Hire an

Range 13
-4-

shall supervise development and implementation of the department's affirmative action plan and program.

This administrative order takes effect immediately.

DATED June 20, 1980, at Juneau, Alaska.


Jay S. Hammond, Governor

1992

STATE OF ALASKA
THE LEGISLATURE

1627

POUCH Y - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800


LEGISLATIVE AFFAIRS AGENCY

MEMORANDUM

April 22, 1981

SUBJECT: Equal employment opportunity in state
government (CSSB 248)

TO: Senator Vic Fischer
Attn: Nancy Groszek

FROM:  Linn H. Asper
Legislative Counsel

Because of your rush request for a final of the committee substitute for SB 248 I have made the changes you request without significant alteration. I want to note, however, that your use of the phrase, "protected classes" causes problems, because it is a vague term without legal meaning. When you requested this phrase in the findings and purpose clause (Sec. 1), I included it because I did not think its vagueness would do any harm in that context. If you use the phrase in the main part of the bill, however, it should be defined, and I am not sure what the definition would be, again because of the vagueness of the term.

To some extent the above comments apply to the list of the contents of the annual report. It is very difficult to understand what some of these phrases mean [see 39.28.-030(b)(5) - (7)], but I have left them in the bill per your request.

LHA:ljb

Enclosure

*natives in
exec branch*

Introduced: 3/6/81
Referred: State Affairs

1 IN THE SENATE

BY FERGUSON

2 SENATE BILL NO. 248

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 TWELFTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to equal employment opportunity in
7 the executive branch of the state government; and
8 providing for an effective date."

9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

10 * Section 1. FINDINGS AND PURPOSE. (a) There is ^{evidence} of continued
11 lack of opportunity for members of Alaska's ~~racial minorities~~ ^{protected classes} and women to
12 obtain appointment to and employment in ^{responsible} positions in the execu-
13 tive branch of the state government.

clean up

14 ^{equal} In furtherance of the commitment of the state to human rights and
15 employment opportunity, it is the policy of the state that there shall be
16 equal opportunity in the employment activities, programs, and decisions of
17 the executive branch of the state government, and that aggressive measures
18 are required by executive branch agencies, individually and collectively, to
19 ^{provide} ~~ensure~~ equal employment opportunities for all Alaskans in those agencies.

20 * Sec. 2. AS 44.21.020(9) is amended to read:

21 (9) administer a statewide personnel program, consisting of

22 [INCLUDING]

23 (A) central personnel services, including but not
24 limited to [SUCH AS: recruitment, examination, position classifi-
25 fication, and pay administration; and

26 (B) the equal employment opportunity program estab-
27 lished in AS 39.28;

28 * Sec. 3. AS 39 is amended by adding a new chapter to read:

29 CHAPTER 28. EQUAL EMPLOYMENT OPPORTUNITY IN STATE EMPLOYMENT.

1 Sec. 39.28.010. DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY. The
2 division of equal employment opportunity is established in the Depart-
3 ment of Administration. The director of equal employment opportunity
4 shall administer the programs of the division.

5 Sec. 39.28.020. DUTIES OF DIRECTOR. The director shall

6 (1) administer the equal employment opportunity program for
7 the executive branch of state government;

8 (2) implement state policies with respect to nondiscrimina-
9 tion in employment, equal employment opportunity, and affirmative
10 action;

11 (3) develop and implement standards and procedures for the
12 preparation, timely submission, and review of affirmative action plans
13 by each department;

14 (4) review and approve affirmative action plans submitted by
15 each department;

16 (5) monitor employment practices *and personnel actions* of each department to
17 assure that terms and conditions of employment do not violate affirma-
18 tive action standards and procedures;

19 (6) ~~enforce equal employment opportunity by filing a legal~~
20 ~~action against a state officer or employee who violates affirmative~~
21 ~~action standards and procedures; for purposes of a legal action under~~
22 ~~this paragraph, the director may employ independent legal counsel not~~
23 ~~associated with the Department of Law;~~

24 (7) maintain contact with each department, and provide
25 training to management, supervisors, and employees to improve their
26 knowledge and understanding of laws prohibiting discrimination in
27 public employment and affirmative action standards and practices;

28 (8) cooperate with the director of the division of personnel
29 to assure that the state personnel system operates to assist appointing

1 authorities in each department in meeting affirmative action goals, and
2 that the policies, practices, and regulations of the personnel system
3 comply with affirmative action requirements;

4 (9) advise the director of the division of labor relations
5 on equal employment opportunity matters which pertain to contract
6 negotiations and the management of the affairs of the division of labor
7 relations;

8 (10) prepare, adopt, and implement procedures to investigate,
9 determine, and resolve issues related to affirmative action plans; and

10 (11) prepare the annual affirmative action plan and report
11 for the executive branch of state government as required by AS 39.28.-
12 030.

13 Sec. 39.28.030. ANNUAL PLAN AND REPORT. The director shall
14 prepare the annual plan and annual report. The plan and report shall
15 be presented to the commissioner of administration, the governor, and
16 the legislature by January 31 of each year. The annual plan and report
17 shall include, but is not limited to,

18 (1) a comprehensive plan, establishing goals and objectives
19 for equal employment opportunity through compliance with affirmative
20 action standards and procedures;

21 (2) identification of problems and concerns, and of efforts
22 which have been considered or implemented to address or correct those
23 problems and concerns;

24 (3) a summary of efforts to eliminate the effects of past or
25 present discriminatory practices in the terms, conditions, and privi-
26 leges of employment; and

27 (4) an evaluation of the efforts of the division of equal
28 employment opportunity, and of the efforts of each state department, to
29 achieve equal employment opportunity in employment in a department

1 through affirmative action standards and procedures.

2 Sec. 39.28.040. DEFINITIONS. In this chapter,

3 (1) "affirmative action" means a set of specific procedures
4 to which a department commits itself to secure equal employment oppor-
5 tunity, including but not limited to the identification and analysis of
6 problems inherent in the employment of women and members of racial
7 minorities and an evaluation of the opportunity for employment of
8 women and members of racial minorities;

9 (2) "department" means a department or agency in the execu-
10 tive branch of state government;

11 (3) "director" means the director of the division of equal
12 employment opportunity.

13 * Sec. 4. AS 44.17 is amended by adding a new section to read:

14 Sec. 44.17.090. RESPONSIBILITY FOR EQUAL EMPLOYMENT OPPORTUNITY.

15 (a) The principal executive officer of each state department is
16 responsible for the activities, programs, and decisions of that depart-
17 ment which relate to equal opportunity in employment of persons in that
18 department.

19 (b) The principal executive officer of each state department
20 shall

21 (1) prepare, adopt, and implement an equal employment op-
22 portunity plan for the department, including

23 (A) a comprehensive plan, establishing goals and ob-
24 jectives for equal employment opportunity through compliance with
25 affirmative action standards and procedures;

26 (B) identification of problems and concerns, and of
27 efforts which have been considered or implemented to address or
28 correct those problems and concerns;

29 (C) a summary of efforts to eliminate the effects of

start
2.16.3
AG 17

1 past or present discriminatory practices in the terms, conditions,
2 and privileges of employment; and

3 (D) an evaluation of the department's efforts to achieve
4 equal employment opportunity in employment in the department
5 through affirmative action standards and procedures; and

6 (2) select an official of the department, who is a division
7 director or holds an equivalent position, and assign that official the
8 duties of an equal employment opportunity representative to supervise
9 the development and implementation of the department's affirmative
10 action program.

11 * Sec. 5. AS 18.80.060(6) is amended to read:

12 (6) make an overall assessment, at least once every three
13 years, of the progress made toward equal employment opportunity by each
14 [EVERY] department of state government, and of the affirmative action
15 plan for employment in the executive branch of the state government;
16 the assessment [. RESULTS OF THE ASSESSMENT] shall be included in the
17 annual report made under AS 18.80.150.

18 * Sec. 6. This Act takes effect July 1, 1981.
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