

DOA DIVISION OF PERSONNEL MANAGEMENT

- BUREAU OF EQUITY AND INCLUSION BULLETIN -

Date: June 20, 2017

Locator No.: DPM-0445-EI

Subject: Veteran Employment Plan of Action

This bulletin is to inform state agencies of the requirement to develop a veteran employment plan of action. Pursuant to s. 230.042, Wis. Stats., appointing authorities for each agency are required to create and implement a plan to employ veterans, and veterans with service-connected disabilities, at a ratio equal to or greater than the state civilian labor force, as determined by the Wisconsin Council on Veterans Employment (Council).

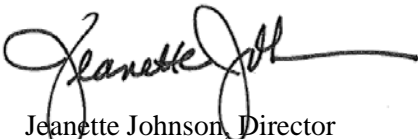
The Council has established the following goals for fiscal year 2017-2018:

- For each agency with more than 100 authorized permanent full-time equivalent positions, the employment goal for veterans is 9%,
- For each agency with less than 100 authorized permanent full-time equivalent positions, the employment goal for veterans is 7%, and
- For all agencies, the employment goal for veterans with a service-connected disability rating is 1%.

To assist in achieving these goals, the Council has developed a Veteran Employment Plan of Action template which includes DPM adopted policy, best practice and administrative guidelines. It is anticipated that plans and results will evolve over time as new strategies are developed and shared across the enterprise. The template is part of this bulletin and a word version is available on the DPM website. Also attached is a report of agency percentages for permanent classified veterans and disabled veterans.

Each agency must submit an initial Veteran Employment Plan of Action to DPM, Bureau of Equity and Inclusion (BEI), for review and approval no later than July 28, 2017. Thereafter BEI will request annual progress reports and verify compliance during agency monitoring visits.

If you have questions regarding this bulletin, contact the Bureau of Equity and Inclusion at (608) 266-5709.



Jeanette Johnson, Director
Bureau of Equity and Inclusion

TEMPLATE

State of Wisconsin [Department Name] Veterans Employment Plan of Action

I. Authority

The Wisconsin Veterans Employment Initiative, under authority of Wis. Stats. 230.042, is a state-wide program aimed at increasing both the number of veterans and the number of veterans with a service-connected disability rating employed in state government. These provisions also establish a Council on Veterans Employment, the purpose of which is to advise and assist the Governor in establishing a coordinated, government-wide effort to increase the number of veterans employed in state government. Pursuant to the authority set forth in Wis. Stats. 230.042, the Department adopts and implements this Veterans Employment Plan of Action.

II. Policy

The Department will prepare and implement a plan of action related to the employment of veterans and veterans with a service-connected disability rating. The percentage of disabled and non-disabled veterans in the state civilian labor force will be determined and announced by the Department of Workforce Development for each fiscal year. With this information, the Council on Veterans Employment will establish the employment goals for small and large agencies for that fiscal year.

For fiscal year 2017-2018, as established by the Council on Veterans Employment, the statewide goal is to employ, at a minimum, the following in the state government labor force:

For large agencies of more than 100 employees: nine (9) percent veterans and one (1) percent veterans with a service-connected disability.

For small agencies of 100 or fewer employees: seven (7) percent veterans and one (1) percent veterans with a service-connected disability.

III. Guidelines and Procedures

A. General

1. Department Human Resources staff will be knowledgeable regarding all state government employment provisions pertaining to veterans, veterans with a service-connected disability rating, and their spouses, including but not limited to the following:
 - Veterans preference and accommodation provisions (ss. 230.25(2)(am) and 230.16 (6)(7m), Wis. Stats.);
 - Expanded certification (ss. 230.21(1m)(a)(2) and 230.25(1g)(1m), Wis. Stats.);

- Provisions related to the noncompetitive appointment program for certain disabled veterans (ss. 230.25(5) and 230.275, Wis. Stats.);
 - WiscJobsforVets public site: <http://wiscjobsforvets.wi.gov/public/index.asp>; HR Admin Helpdesk: wisc.jobs/hradmin/help.
2. Department Human Resources staff will provide, to any person requesting such information from the Department, complete and up-to-date state government veteran employment information and information on ways a veteran and/or a veteran with a service-connected disability rating may apply for state government employment positions.
 3. A veteran with a service-connected disability of thirty (30) percent or more using the noncompetitive appointment program cannot currently hold a permanent classified position in state service nor have mandatory restoration rights to a permanent position in state service.
 4. Any successful applicant for noncompetitive appointment must be qualified to perform the duties and responsibilities of the position.

B. Requirements for All Recruitments

1. Recruitments posted to Wisc.Jobs will be promoted to relevant veterans outreach organizations using the Division of Personnel Management Enterprise Recruiting Email Marketing and Social Media resources.
2. The Department is highly encouraged to initiate, and participate in, outreach and recruitment activities in cooperation with the DWD Office of Veteran Services, the DOA Division of Personnel Management, Bureau of Equity and Inclusion and BMRS Enterprise Recruiting, and other agencies.

C. Procedures for Positions Posted as Targeted Recruitment

1. The Department may undertake special targeted recruitments limited to veterans with a 30% or greater service-connected disability who are eligible for noncompetitive appointment. These recruitments will be processed through the WiscJobsforVets.wi.gov website.
2. When filling a position through this targeted recruitment option, the Department may pursue the following options:
 - Pull a certification directly from the register established by the gateway announcement using job specific qualifications, or
 - Create a Targeted Recruitment announcement with a specific class title.

Applicants will be able to apply their “score” (which means verified eligibility in this case) to any vacancy that uses a specific class title.

3. Prior to referral to the hiring supervisor, the [name of HR position(s) and/or organizational unit at agency, e.g., HR Specialist, HR Bureau, etc.] will conduct an initial screen to verify that the veteran qualifies for appointment on a non-competitive basis and to determine whether a veteran applicant meets the minimum qualifying criteria for the position (*i.e.*, the knowledge, skills, and abilities deemed required upon appointment and set forth in the job announcement).
4. All eligible veteran applicants who meets the minimum qualifying criteria for the position will be invited to participate in the next step of the selection process.
5. The hiring supervisor will make the final determination as to whether appointment consideration should be given to a referred applicant(s) in consultation with [name of HR position(s) and/or organizational unit at agency, e.g., HR Specialist, HR Bureau, etc.].
6. In any instance in which the Department elects to appoint a veteran with a 30% or greater disability rating on a noncompetitive basis, the Department will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the requirements set forth at s. 230.275(1), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position. If the Department has requested a certification for the position, the Department will offer to interview for the position any disabled veteran who is certified for appointment and who satisfies the requirements set forth at s. 230.275, Wis. Stats.
7. Any targeted recruitment activity processed through WiscJobsforVets may be done concurrently with other recruitment efforts, or the Department may choose to announce these recruitments prior to making any announcement on an open competition basis.
8. Depending on the outcome of the screening process and any subsequent interviews, additional targeted recruitment activities may be undertaken (and a new application deadline established), or a decision may be made to proceed through a different mode of recruitment.

D. Procedures for Positions Posted as Open Recruitments

1. Open recruitment activities may occur either after or at the same time as the streamlined, targeted process for veterans with service-connected disabilities.
2. A veteran with a 30% or greater service connected disability rating may send a

request to the Department for consideration on a noncompetitive appointment basis for any classified position listed on Wisc.Jobs. In response to such a request, the [name of HR position(s) and/or organizational unit at agency, e.g., HR Specialist, HR Bureau, etc.] will request the following items: cover letter, resume, DD214 and their VA disability rating letter indicating 30% or greater dated within the past 12 months. (Veterans can register and download copies of their VA disability rating letter from www.ebenefits.va.gov.)

3. Applicants who are veterans with a service-connected disability who meet minimum requirements for the position may be referred to the hiring supervisor for consideration either before or along with other applicants certified through traditional civil service procedures.
4. In any instance in which the Department elects to appoint a veteran with a 30% or greater disability rating on a noncompetitive basis, the Department will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the requirements set forth at s. 230.275(1), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position. If the Department has requested a certification for the position, the Department will offer to interview for the position any disabled veteran who is certified for appointment and who satisfies the requirements set forth at s. 230.275, Wis. Stats.

E. Other Procedures Related to the Hiring of Veterans with a 30% or Greater Service- Connected Disability

If the Department is aware, through any source, of a veteran with a 30% or greater service-connected disability rating, the Department may contact that veteran to determine qualifications for and interest in any vacant position, regardless of whether the veteran has specifically applied for such a position.

F. Monitoring and Reporting

1. The Department will provide written notice to the BMRS Director, in accordance with policy bulletin OSER-0304-MRS, of non-competitive appointments of a veteran with a 30% or greater service-connected disability rating.
2. The Department will report the non-competitive appointment to the WiscJobsforVets Program Coordinator at the time of the appointment.
3. The Department will follow OSER-0372-AA Veteran New Hire Bulletin and identify employees accordingly in STAR, on Person Profile for collecting and input of veteran and veteran disability rating information.
4. Veteran and veteran disability data will be collected from all new employees

at the Department upon the collection of payroll data.

5. The DOA Division of Personnel Management, Bureau of Equity and Inclusion will monitor the Department's activity with respect to the required implementation of a Veteran's Employment Plan of Action and the posting of recruitments on WiscJobsforVets and/or Wisc.Jobs.
6. The DOA Division of Personnel Management, Bureau of Equity and Inclusion will prepare and submit to the Council on Veterans Employment a summary of the progress being made, for fiscal year 2017-2018, relative to the objectives set forth in this plan.

Veterans Data on May 13, 2017

Agency (100 or more)	# of Employees	# of Vets	% of Vets	# Dis Vets	% Dis Vets
Administration	879	96	10.9	19	2.2
Agriculture, Trade & Consumer Protection	586	35	6	0	0
Children and Families	713	16	2.2	1	0.1
Commissioner of Insurance	136	5	3.7	3	2.2
Corrections	9385	1312	14	135	1.4
Employee Trust Funds	246	17	6.9	0	0
Financial Institutions	116	10	8.6	1	0.9
Health Services	5680	318	5.6	37	0.7
Justice	666	46	6.9	5	0.8
Military Affairs	449	169	37.6	4	0.9
Natural Resources	2147	127	5.9	29	1.4
Public Instruction	606	19	3.1	1	0.2
Public Service Commission	116	4	3.4	0	0
Revenue	1092	63	5.8	2	0.2
Safety & Professional Services	198	12	6.1	2	1
State Public Offender	231	15	6.5	3	1.3
Transportation	3270	258	7.9	31	0.9
Veterans Affairs	1188	110	9.3	27	2.3
Wisconsin Historical Society	114	1	0.9	0	0
Workforce Development	1453	130	8.9	31	2.1
		AVE	8.01	AVE	0.93
Agency (Less than 100)	# of Employees	# of Vets	% of Vets	# Dis Vets	% Dis Vets
Board on Aging and Long Term Care	40	3	7.5	0	0
Board of Commissioner of Public Lands	9	0	0	0	0
Board for People with Developmental Disabilities	7	0	0	0	0
Educational Communications Board	33	5	15.2	0	0
Employment Relations Commission	5	1	20	0	0
Tourism	25	1	4	0	0
Wisconsin Election Commission	21	0	0	0	0
Wisconsin Ethics Commission	6	0	0	0	0
Wisconsin Technical College System Board	54	5	9.3	0	0
		AVE	6.22	AVE	0