

State of Wisconsin

DIVISION OF PERSONNEL MANAGEMENT

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: December 06, 2017

Locator No. DPM-0456-MRS

**Subject: Delegation of Non-Competitive
Appointment of Certain Disabled
Veterans**

In accordance with Section 230.275(1)(d), Wis. Stats., appointing authorities are required to notify the BMRS Director of the appointing authority decision to appoint a disabled veteran under this program. The purpose of this bulletin is to provide notice that agency Human Resources (HR) Directors are delegated, under the authority of s. 230.05(2), Wis. Stats., to receive such notice on behalf of the BMRS Director.

This change voids the guidance provided in bulletin OSER-0304-MRS, "Changes to Provisions for Non-Competitive Appointment of Certain Disabled Veterans," dated April 26, 2012, which is now obsolete.

Upon notice from the appointing authority of the decision to appoint a disabled veteran on a non-competitive basis, the HR Director is required to verify, and document in the recruitment file, full compliance with the requirements of s. 230.275, Wis. Stats., to include the following:

- Affirmation that the disabled veteran is qualified to perform the duties and responsibilities of the position.
- Affirmation that the veteran has a verified, service-connected disability rating of at least 30 percent.
- Affirmation that the disabled veteran does not hold a permanent position or have mandatory restoration rights.
- Affirmation that an offer of interview was extended to all eligible and qualified disabled veterans who have expressed interest by applying for the vacancy or through certification.

Additionally, HR Directors must ensure that all non-competitive appointments made under the provisions of s. 230.275, Wis. Stats. are entered into STAR HCM in Person Profile.

Note: HR Director refers to the highest-level HR staff member at an agency, i.e. HR Manager, HR Supervisor, etc.

Questions related to this bulletin or the provisions of s. 230.275, Wis. Stats. should be directed to Molly Pursian at (608) 266-0653 or by email to Molly.Pursian@wisconsin.gov.



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