

# State of Wisconsin Student Diversity Internship Program Catalog

ALL AVAILABLE POSITIONS FOR SUMMER 2021

DIVISION OF PERSONNEL MANAGEMENT – BUREAU OF EQUITY &  
INCLUSION

Dear Student:

We are pleased to present you with the SWSDIP catalog of available opportunities to intern with the State of Wisconsin this Summer 2021. Enclosed you will find a variety of positions with several state agencies spanning across multiple career categories. We hope you find one (or two, or five!) aligned with your career and education goals. Here are some tips to help you along in your application process:

- 1.) Use the Table of Contents to find internship titles that may interest you! Or use CTRL+F to search keywords of specific internships you are looking for. Focus on the title of the internship and not necessarily the state agency where it works. An expansive variety of work is conducted in every agency!
- 2.) The working title of the position is listed in large letters at the top of the posting. The title in smaller letters below the working title is referred to as the “classification title” and is used internally for human resources purposes.
- 3.) Pay attention to whether the position is Remote Work Eligible. Remote work positions allow you to conduct some or all the duties from home or another approved location! All positions that are not eligible for remote work will adhere to CDC guidelines and practice social distancing in the workplace.
- 4.) Remember the three-digit Position Number at the top left of each position you would like to apply for! You will type these numbers into your Wisc.Jobs application. You can apply to up to five different opportunities.
- 5.) Positions will last for up to 12 weeks, unless otherwise noted. Most positions will end by early or mid-August.

Finally, remember that the deadline to submit your application this year is March 19<sup>th</sup>, 2021. We are excited to receive your applications and are available to help with any questions or issues you may have during the application process. Please do not hesitate to email us at [doadpmbei@wisconsin.gov](mailto:doadpmbei@wisconsin.gov) should you require any assistance with your application.

All the best,

Bureau of Equity & Inclusion  
Bureau of Merit Recruitment and Selection

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**Position Number:** 201

## **Construction Management Intern**

Operations Program Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: CENTRAL WISCONSIN CENTER

Location: Madison, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 16.71

Duties of the Position: This position will provide project support services in priority areas such as identifying, cataloging, planning and implementing construction projects of various size and scope according to regulatory requirements. This process will involve working with the various departments within the facility as well as different departments in the State of Wisconsin and presenting project milestones and final project reports.

Preferred skills and background: Experience working on residential, commercial, civil or industrial construction projects or course study in the fields of Engineering, Architecture or Project Management.



**Position Number:** 203

## **Risk Management Intern**

Operations Program Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: CENTRAL WISCONSIN CENTER

Location: Madison, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 16.71

Duties of the Position: Assist with quality improvement projects in accordance with CWC's life safety code, emergency operations and strategic plans. The intern will provide project support services in priority areas such as identifying and evaluating appropriate space use, organizing areas and workflows, and completing inventory projects of various size and scope according to regulatory requirements.

Preferred skills and background: MS software, excellent communication and research skills, data analysis.

**Position Number:** 205

## **Management Intern**

Program and Policy Analyst

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: CENTRAL WISCONSIN CENTER

Location: Madison, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Assist with quality improvement projects in accordance with CWC's quality improvement and strategic plans and present project milestones and final project reports to Administration.

Preferred skills and background: Experience with MS software, excellent communication and research skills, data analysis.

**Position Number:** 207

## **OARS Policy Analyst Intern**

Program and Policy Analyst

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Care and Treatment Services

Location: Madison, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 18

Duties of the Position: Assist the programs in reviewing and completing various policies for the Opening Avenues for Successful Success (OARS) and Supervised Release (SR) programs. These programs offer community supervision and services for individuals releasing from long term incarcerations. This position develops detailed workplans with project leads to guide project participants and consultants. Ensures the project workplan is on schedule fulfilling the objectives of the project and progress reports are submitted.

Preferred skills and background: Experience with tabulation and presentation of technical and problem solving methods and facilitating discussions about complex data to diverse groups. Knowledge and skill in working with a variety of stakeholders.

Position Number: 209

# **Bureau of Prevention and Treatment Services Program & Policy Analyst Intern**

Program and Policy Analyst

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Care and Treatment Services

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will work on policy development serving individuals with Behavioral Health needs.

Preferred skills and background: Critical thinking and analytical skills; be proficient in MS Office; have excellent problem solving/written and verbal communication skills; and possess the ability to convey complex information to a lay audience. Seeking a candidate in a Master's degree program.

**Position Number: 211**

## **Administrative Assistant Intern**

Office Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Care and Treatment Services

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 13

Hourly Rate Maximum: \$ 14

Duties of the Position: This position will perform scheduling, website management, data entry, records management.

Preferred skills and background: Experience with MS word, excel, PPT, and written communication.

**Position Number:** 213

# **Web Content Development & Support Intern**

Communications Specialist

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Enterprise Services

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 10

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will support for DHS Stay & Grow survey. The position will review website for content look, feel and writing that is in plain language.

Preferred skills and background: Experience with Microsoft Office, basic web page development, editing, research, writing, and reviewing.

**Position Number:** 215

## **Procurement Intern**

Purchasing Agent

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Enterprise Services

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 15 to 20

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: The positions will assist procurement agents on projects/tasks

Preferred skills and background: Candidate will be organized, analytical, and creative. Prefer a candidate who is pursuing a degree in public admin or supply chain management

**Position Number:** 217

## **Operations Support Intern**

Operations Program Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Medicaid Services

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 30

Hourly Rate Minimum: \$ 15.00

Hourly Rate Maximum: \$ 16.71

Duties of the Position: This position will be assigned short-term projects related to programs housed within the Bureau and based on their areas of interest. This position will interview SMEs, and document business practices through policy and procedure documents, as well as quality checklists.

Preferred skills and background: Proficient in MS office. The intern should have critical thinking and analysis skills and strong communication skills.



Position Number: 219

## **Justice, Equity, Diversity & Inclusion (JEDI) Intern**

Equal Opportunity Specialist

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Medicaid Services

Location: Statewide

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will focus on race, racism and how it intersects with the Division of Medicaid's policies and practices. This position will assist in JEDI long-term strategic planning and coordination. draft documents related to Justice, Equity, Diversity and Inclusion.

Preferred skills and background: Experience with data analysis, demonstrated interest in public policy with respect to issues impacting under-served communities.

Position Number: 202

## **Justice, Equity, Diversity & Inclusion (JEDI) Intern**

Equal Opportunity Specialist

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Medicaid Services

Location: Statewide

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will focus on race, racism and how it intersects with the Division of Medicaid's policies and practices. This position will assist in JEDI long-term strategic planning and coordination. draft documents related to Justice, Equity, Diversity and Inclusion.

Preferred skills and background: Data analysis, demonstrated interest in public policy with respect to issues impacting under-served communities.

**Position Number:** 204

## **Medicaid Quality Analyst Intern**

Quality Assurance Program Specialist

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Medicaid Services

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 30

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will be assigned short-term project work related to compiling, reviewing, and communicating quality data about Medicaid long term care programs to develop annual scorecards and other ad hoc quality and health equity assignments.

Preferred skills and background: Proficient in MS office. The intern should have critical thinking and analysis skills and strong communication skills to convey complex information to a lay audience.

**Position Number:** 206

## **IS Database Design Intern**

IS Data Services Professional

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Quality Assurance

Location: Statewide but will need to come to one of the Regional offices for training

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Build a survey tracking database for Behavioral Health that will include entry/update forms for staff based on task, in-progress review for each team member, status reports for QAPS and section chief usage, and measurements.

Preferred skills and background: MS Access database design, project management.

**Position Number:** 208

## **Records Management Intern**

Office Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Quality Assurance

Location: Madison, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 13.00

Hourly Rate Maximum: \$ 14.3

Duties of the Position: This position will review and organize Paper BHCS Files according to RDAs and BHCS Documentation Procedure.

Preferred skills and background: This position will be working at the 1 W. Wilson location with confidential files. Candidate must have the ability to work independently.

**Position Number:** 210

## **Records Management Intern**

Records/Forms Management Specialist

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Division of Quality Assurance

Location: Madison, WI

**Remote Work Eligible?: partially**

Expected Hours Per Week: 20 to 30

Hourly Rate Minimum: \$ 14.3

Hourly Rate Maximum: \$ 15

Duties of the Position: This position will design documents, read and review confidential records to make disposition determinations. In addition, prepare boxes for State Records Center as defined in DQA Procedure 1215.

Preferred skills and background: This position will be working at 1 W. West Wilson location with confidential files. Candidate must have the ability to work independently. Proficient in MS office.

**Position Number:** 212

## **Infection Control Support Intern**

Medical Program Assistant

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Mendota Mental Health Institute

Location: Madison, WI on campus

**Remote Work Eligible?: No**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 14.00

Hourly Rate Maximum: \$ 15.45

Duties of the Position: This position will define problems, collect data, establish facts, and draw conclusions related to prevention of diseases and outbreaks. In addition, this position will support research, surveillance, auditing, reporting, and performance improvement related projects.

Preferred skills and background: MS proficient, experience with quality/performance improvement.

**Position Number:** 214

## **Administrative Assistant Intern**

Operations Program Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Office of the Inspector General

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 14

Hourly Rate Maximum: \$ 16.71

Duties of the Position: This position will enter valid fraud complaints in the DHS approved fraud tracking system; close unsubstantiated referrals. Assist with analyzing data to identify potential fraud. This position will assist with the preparation of Administrative Hearing packets, following state and federal policy and regulations.

Preferred skills and background: MS proficient and detail oriented. Ability to prioritize and handle multiple tasks simultaneously.



**Position Number:** 216

## **Auditor Intern**

Auditor Intern

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Office of the Inspector General

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Assist the Pharmacy Team and the Managed and Long-Term Care Team in the Office of the Inspector General with program integrity initiatives. There will be an opportunity to compile and analyze data from program integrity reports.

Preferred skills and background: MS proficient, analyze data and draw conclusion, proficient communication skills in working and documenting results of analysis with a variety of stakeholders including presentations, charts, graphs, and written reports.

**Position Number: 218**

## **Auditor Intern**

Auditor Intern

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Office of the Inspector General

Location: Madison, WI

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will have opportunities to conduct research, analyze results and work with the team to develop new program integrity activities for their upcoming plan year. There will also be opportunities for the intern to conduct audits as a member of these teams.

Preferred skills and background: MS proficient, excellent communication skills for report writing and presentations, research, interpret and apply policy audits or projects.

**Position Number:** 220

## **Administrative Assistant Intern**

Office Operations Associate

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Winnebago Mental Health Institute

Location: Winnebago, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 14

Hourly Rate Maximum: \$ 15.45

Duties of the Position: This position will assist with credentialing new providers, scheduling medical staff, reviewing and organizing provider charts, and helping with QI initiatives.

Preferred skills and background: MS proficient and excellent communication skills.

**Position Number:** 221

## **Social Services Support Intern**

Treatment Specialist

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Winnebago Mental Health Institute

Location: Winnebago, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 17

Duties of the Position: This position will create detailed manual/handbook for new Social Services Department hires, Assist in developing and implementing 30-day readmission reduction initiatives.

Preferred skills and background: Knowledge of macro and micro social work practices, excellent communication skills, and process improvement abilities.

**Position Number:** 223

## **Data Analyst Intern**

Program and Policy Analyst

State Agency: DEPARTMENT OF HEALTH SERVICES

Division: Wisconsin Resource Center

Location: Winnebago, WI

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Analyze Wisconsin Women's Resource Center (WWRC) programming and operational data from 2011 to present, prepare report reflecting data analytic outcomes. Assist with IT and data analytic projects regarding structure/process development of Electronic Health Records, analysis of WRC Staffing, operations and improvement strategies.

Preferred skills and background: Proficient with MS systems, tableau, LAN, excellent communication and research skills, and data analysis. Preferred coursework and strong understanding of data analytic strategies related to univariate and multivariate statistical methods.

**Position Number:** 225

## **Water Supply Specialist – Fitchburg/Dodgeville**

Water Supply Specialist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Fitchburg or Dodgeville

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 18.50

Duties of the Position: This summer student intern position is designed for environmental science, environmental engineering, or public health students with an interest in safe drinking water. This position is responsible for conducting inspections of small public drinking water systems in south central Wisconsin. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" environmental regulatory experience and learn about drinking water supply and operations. This position will be stationed at Fitchburg or Dodgeville, based on the successful candidate's preference.

- Conduct annual site visits at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system elements, specifically, the water source (well) and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required.
- Prepare for field work. Plan ahead for the annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information.
- Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings into the DWS database. Track completion of corrective

actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned.

Preferred skills and background: Coursework in one or more of the following topics: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, geology. Ability to read maps. Ability to accurately enter data into databases and electronic spreadsheets. Strong communication skills.

Experience working as part of a team; as a student, volunteer or employee. Experience providing customer service; as a student, volunteer or employee. Experience with data analysis; as a student, volunteer, or employee. Strong organizational skills.

**Position Number:** 227

## **Water Supply Specialist – Green Bay**

Water Supply Specialist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Green Bay

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 18.50

Duties of the Position: This position is responsible for conducting annual inspections of small public drinking water systems. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. Interns in this position will gain valuable experience while doing meaningful work in a positive work environment.

- Conduct annual site visits at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system elements, specifically, the water source (well) and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required.
- Prepare for field work. Plan ahead for the annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information.
- Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings into the DWS database. Track completion of corrective actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned.

Preferred skills and background: Education and work experience in public health or natural science/environmental based field. Upon appointment should have classes or work experience



in some of the following: public health sanitation, hydrogeology, environmental sampling, chemistry, groundwater chemistry, geology, microbiology.

- Ability to accurately enter data into databases and electronic spreadsheets (e.g., Microsoft Excel), and experience with data analysis, word processing, and field sampling.
- Strong communication skills and willingness to communicate often with DNR-Reps and Supervisor via phone, text, or email.
- experience with and Ability to use Microsoft Outlook for scheduling site visits, meetings, and leave time.
- Responsible and dependable
- positive attitude
- Ability to work effectively as part of a small team
- willingness to communicate with team members and Supervisor as needed
- Ability to operate car (valid drivers license)
- navigate in rural and urban locations, and travel in-state and able to work remotely (at home).

**Position Number:** 229

## **Water Resources Management Specialist**

Water Resources Mgmt Spec

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Water Resources field assistant will assist with collection of water, biota, and sediment samples from lakes, streams and wetlands, as well as conduct vegetation and habitat surveys, as part of ongoing special projects to protect and restore Wisconsin waters. Interns will be working as a team with other water quality staff in the field 2-4 days per week. Occasional overnight travel. Office work will primarily consist of entering field data and historical data into the Department's water quality database, as well as preparing maps, sampling equipment, and data forms for each field visit and organizing water quality samples and plant vouchers for analysis.

60% Field work (lake and stream sampling, wetland surveys)

20% Preparing and maintaining field equipment, forms, vouchers, etc

20% Data entry and archiving

Preferred skills and background: Educational background or interest in natural resources; ability to work outdoors in sometimes difficult conditions and terrains; experience working with data in Microsoft Excel and/or other database systems; attention to detail.

Taxonomic ID skills, some familiarity with native Wisconsin flora, especially in wetlands and lakes preferred; prior experience collecting water samples or conducting field work helpful.

**Position Number:** 222

## **Wastewater Specialist**

Wastewater Spec

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: The Department's Wastewater Program within the Bureau of Water Quality is seeking a motivated individual to aid in statewide wastewater general permit implementation for the summer. The intern will maintain a core list of responsibilities with direct supervision and based in Southeast Region's Wastewater Program (Milwaukee Headquarters). Along with core work tasks, the intern will have an opportunity to experience the breadth of the Wastewater WPDES Program through a series of 3-week rotations, each mentored by a specialist in the field with the supervisor maintaining a sponsoring role throughout. The intern will participate in all program meetings, maintain close coordination with supervisor and rotation mentor, and complete a similar training program as experienced by our field engineers and specialists.

Adjustments will be made accordingly to allow all duties as described to be performed remotely in the event the agency continues to work from home due to the pandemic.

- 60% - WPDES training by program focus area. Work closely with each rotation mentor during three 3-week periods to complete assigned training modules and tasks.
- 25% - Maintain core tasks associated with WPDES Wastewater General Permit program assigned by general permit program mentor and supervisor. Participate in all scheduled program meetings/calls.
- 10% - Close out and make-up contingency: Review work accomplished in context with upcoming coursework and interested career paths, complete exit interview and resume review, and conduct general housekeeping needed to close out internship.
- 5% - Department orientation, wastewater program overview training, schedule review, and introduction to mentors.

Preferred skills and background: Applicants must have these qualifications:

Pursuing a degree in environmental engineering or field relevant to water resources and/or water and wastewater treatment

Completed at least 1 year of upper level coursework related to degree major

Must be organized, carry strong technical writing skills, and able to maintain a routine work schedule

**Position Number:** 224

## **Stormwater Specialist**

Wastewater Spec-Stormwater

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Green Bay

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Work collaboratively with department Stormwater Specialists to conduct compliance activities for permitted stormwater facilities and sites in northeast Wisconsin. Conduct on-site walkover inspections and draft inspection reports per program policy. Conduct other activities related to stormwater and runoff management as directed by supervisor and stormwater specialists.

Gain familiarity with the runoff management program, specifically stormwater, by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

- 80% - Conduct on site walkover inspections and draft inspection reports per program policy. Conduct other activities related to stormwater and runoff management as directed by supervisor and stormwater specialists.
- 10% - Assist stormwater specialists with MS4 Annual Report review and other work related to MS4 compliance.
- 10% - Other duties as assigned.

Preferred skills and background: Applicants must have these qualifications:

Currently enrolled in civil/environmental engineering, environmental science, or natural resources accredited degree program. Has good customer skills, writing skills, is an independent thinker and can work independently. Is familiar with MicroSoft Office Suite, and with navigating internet and independent applications.

Preferred qualifications include; Interests in natural resources management, regulatory programs and procedures. Has experience or course work in stormwater management and technologies.

**Position Number:** 226

## **Conservation Biologist**

Conservation Biologist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Rhinelander

**Remote Work Eligible?: 20% of the time**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Assist Bureau of Natural Heritage Conservation field staff on all aspects of on-going turtle conservation project and assist with habitat management on department managed State Natural Areas in northcentral Wisconsin. This work includes, but is not limited to turtle nest monitoring, nest site vegetation maintenance, invasive species control, habitat restoration and management, plant and animal inventories and monitoring, and property maintenance. This is an excellent opportunity to see, as well as learn to identify and manage some of the rarest habitats and associated species remaining in Wisconsin. This is primarily fieldwork. Staff travel separately to work locations and practice social distancing and hygiene precautions as recommended by CDC.

50% Assist Rhinelander area SNA crew with habitat management and property maintenance tasks on department properties. Habitat management includes invasive plant species monitoring and control using a variety of methods including herbicide application and mechanical control.

30% Maintain turtle nesting areas through weekly monitoring visits and vegetation management.

20% Monitor turtle nesting activity at known and restored nesting areas throughout northcentral Wisconsin.

Preferred skills and background: Students should be working toward a bachelor's degree in botany, wildlife ecology, biology, or related natural resources field. Interest in reptile ecology (especially turtles) and knowledge of Wisconsin's rare natural communities and associated native and invasive species is desired.

The position involves paddling a canoe and/or traveling on foot over rough terrain for moderate to long distances, while navigating by map, or GPS. May involve some irregular work hours like evenings or weekends as needed.

This position primarily works outdoors, in all weather conditions while performing physically demanding.

Selected candidate must have a valid driver's license and be able to meet requirements to receive authorization to operate State of Wisconsin fleet vehicles or provide own transportation to work sites.

**Position Number: 228**

## **Wildlife Technician–Northeast Region**

Wildlife Tech-Adv

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Choice of Locations in Northeast WI  
(Plymouth, Oskosh, Green Bay, etc)

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 17

Duties of the Position: Primarily assist district biologists and technicians conduct wildlife surveys and habitat field work including migratory bird banding (doves, geese, ducks), brush cutting, wetland infrastructure maintenance, cattail removal, water-level manipulation, pesticide applications and equipment maintenance.

40% Assist with migratory bird banding operation within the Northeast area of the state. Help prep banding sites for doves, geese and ducks. Participate in all aspects of local banding operations.

30% Develop, enhance and maintain priority wildlife habitat within the district including water level manipulation, mowing grasslands, removing brush with tractor and by hand, pesticide applications, and other practices across the district.

30% Maintain and operate equipment (skid steers, tractors, trucks, trailers, chain saws, sprayers, ATV/UTV's, pumps, small motors) to conduct priority habitat management activities, including planting, maintenance mowing and herbicide application.

Preferred skills and background: Applicants must show:

Attention to detail in collection of samples and data.

Good organizational skills.

Effective oral and written communication skills

Preferred qualifications:

Basic knowledge of wildlife and associated habitats.

Willingness to work outdoors in all weather conditions.

Ability to work with a wide variety of conservation minded groups.



**Position Number:** 230

## **Wildlife Technician-Kansasville**

Wildlife Tech-Adv

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Kansasville

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 17

Duties of the Position: These positions will assist the wildlife management team in the Southeast with habitat management, maintenance and daily operations of equipment, and wildlife surveys and bird banding. Most travel will be within Richard Bong Recreation Area and state wildlife areas within Racine and Kenosha Counties. Occasional travel to surrounding counties for work days and habitat projects will be part of the job.

Trainings that can be provided by the DNR to successful applicants: UTV safety, herbicide application techniques, chainsaw safety, and basic use of brush saws, hand tools, and personal protective equipment (PPE).

60% Assist with the habitat management of grasslands and wetlands on state land. Establish and maintain native and introduced grasslands and wetland communities. This includes removing invasive plants and brush through mowing, manual pulling or by herbicide applications; maintaining dikes and water control structures; tilling and planting grasslands; and removing invasive trees and large brush using chainsaws and herbicide application.

25% Conduct wildlife surveys and assist with goose, duck and mourning dove banding.

Participate in summer deer and game bird observations.

10% Utilize DNR technological systems, handheld GPS units, and Arc GIS to monitor and track habitat accomplishments.

5% Complete daily office tasks such as completing time sheets, expense vouchers and tracking equipment usage.

Preferred skills and background: Applicants must have a valid driver's license and be able to meet requirements to receive authorization to operate State of Wisconsin fleet vehicles or provide own transportation to work sites.

A working knowledge of common Wisconsin habitat types and basic management techniques are preferred qualifications.

**Position Number: 301**

## **Wildlife Technician-Fitchburg**

Wildlife Tech-Adv

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Fitchburg

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 17.50

Duties of the Position: Under the direction of the District Ecologist and SNA Crew Lead. Perform a broad range of native community management and restoration activities focused on State Natural Areas, including, but not limited to, prairie, oak savanna, and wetland restoration, invasive plant and brush control, seed collection, herbicide application, and equipment operation. This position requires an ability to travel throughout assigned work area and work irregular hours, including occasional evenings, weekends, and may involve travel and short stays away from home work area. DNR pays for meals and accommodations if this is required. This position primarily works outdoors, in all weather conditions while performing physically demanding duties. Staff practice social distancing and hygiene precautions as recommended by CDC while performing their duties.

60% Under the direction of the district ecologist and crew lead, conduct habitat management and invasive species control activities on state-managed lands, including but not limited to the use of herbicides and various pieces of equipment (chainsaws, brush cutters, sprayers)

10% Maintain field equipment, complete property management reports and maps, and enter accomplishments into department land management systems;

10% Collect native seed for use in restorations, and conduct various non-game wildlife surveys within working area;

20% Assist on other Natural Heritage Conservation field projects as assigned.

Preferred skills and background: Applicants should have experience or college-level training in habitat restoration and management, or related natural resource field and a willingness to learn. Qualified candidates will:

- 1) be working toward a bachelor's degree in botany, wildlife ecology, biology, or related natural resources field,
- 2) have an interest in and knowledge of habitats and natural communities native to Wisconsin,

3) be willing to operate and maintain a variety of equipment and tools commonly used in habitat management work.

Prior experience operating and maintaining equipment such as small engines, pumps, sprayers, chainsaws, ATVs/UTVs and other tools is a plus. Another plus is training or experience identifying flora native to Wisconsin and controlling invasive species through use of herbicide or prescribed burns.

**Position Number:** 303

## **Wildlife Technician-Adams**

Wildlife Tech-Adv

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Adams

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 17.50

Duties of the Position: Under the direction of the District Ecologist and SNA Crew Lead; Perform a broad range of native community management and restoration activities including, but not limited to forest management and conversion. invasive plants and brush control, and some heavy equipment operation. Additionally this position will coordinate all aspects of our new Pollinator Preservation Initiative. This position requires an ability to travel throughout assigned work area and work irregular hours, including occasional evenings, weekends, and may involve travel and short stays away from home work area. DNR pays for meals and accommodations if this is required. This position primarily works outdoors, in all weather conditions while performing physically demanding duties. Staff practice social distancing and hygiene precautions as recommended by CDC while performing their duties.

60% Under the direction of the district ecologist and crew lead, conduct habitat management and invasive species control activities on state-managed lands, including but not limited to the use of herbicides and various pieces of equipment (chainsaws, brush cutters, farm tractors and other heavy equipment.)

25% Developing, coordinating, and implementing a "crowd-source" milkweed seed harvest program, coordinating volunteer work days for local ecotype seed harvest, coordinating the processing of harvested seed, fulfilling all record keeping and reporting requirements for the initiative, and assisting in the distribution of harvested seed to habitat managers in appropriate regions.

10% Maintain field equipment, complete property management reports and maps, and enter accomplishments into department land management systems;

5% Conduct various non-game wildlife surveys within working area.

Preferred skills and background: Applicants should have experience or college-level training in habitat restoration and management, or related natural resource field and a willingness to learn. Qualified candidates will:

- 1) be working toward a bachelor's degree in botany, wildlife ecology, biology, or related natural resources field,
- 2) have an interest in and knowledge of habitats and natural communities native to Wisconsin,
- 3) be willing to operate and maintain a variety of equipment and tools commonly used in habitat management work like chainsaws, brush cutters, sprayers, etc.

Prior experience operating and maintaining equipment such as small engines, pumps, sprayers, chainsaws, ATVs/UTVs and other tools is a plus. Other pluses are training and experience in identifying flora native to Wisconsin and controlling invasive species; and training, experience or certification in the use of chainsaws, herbicide, heavy equipment or prescribed burns.

**Position Number:** 305

## **Wildlife Technician-Eagle**

Wildlife Tech-Adv

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Eagle

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 17.50

Duties of the Position: Under the direction of the District Ecologist and SNA Crew Lead. Perform a broad range of native community management and restoration activities focused on State Natural Areas, including, but not limited to, prairie, oak savanna, and wetland restoration, invasive plant and brush control, seed collection, herbicide application, and equipment operation. This position requires an ability to travel throughout assigned work area and work irregular hours, including occasional evenings, weekends, and may involve travel and short stays away from home work area. DNR pays for meals and accommodations if this is required. This position primarily works outdoors, in all weather conditions while performing physically demanding duties. Staff practice social distancing and hygiene precautions as recommended by CDC while performing their duties.

60% Under the direction of the district ecologist and crew lead, conduct habitat management and invasive species control activities on state-managed lands, including but not limited to the use of herbicides and various pieces of equipment (chainsaws, brush cutters, sprayers)

10% Maintain field equipment, complete property management reports and maps, and enter accomplishments into department land management systems;

10% Collect native seed for use in restorations, and conduct various non-game wildlife surveys within working area;

20% Assist on other Natural Heritage Conservation field projects as assigned.

Preferred skills and background: Applicants should have experience or college-level training in habitat restoration and management, or related natural resource field and a willingness to learn. Qualified candidates will:

- 1) be working toward a bachelor's degree in botany, wildlife ecology, biology, or related natural resources field,
- 2) have an interest in and knowledge of habitats and natural communities native to Wisconsin,

3) be willing to operate and maintain a variety of equipment and tools commonly used in habitat management work.

Prior experience operating and maintaining equipment such as small engines, pumps, sprayers, chainsaws, ATVs/UTVs and other tools is a plus. Another plus is training or experience identifying flora native to Wisconsin and controlling invasive species through use of herbicide or prescribed burns.

Position Number: 307

# Wildlife Biologist-LaCrosse/Black River Falls

Wildlife Biologist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Division:

Location: LaCrosse or Black River Falls

**Remote Work Eligible?: Minimal**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: The La Crosse/Black River Falls Diversity Intern will assist wildlife staff with the design and implementation of core wildlife program work in Clark, Crawford, Jackson, La Crosse, Monroe, and Vernon counties, as well as provide support for Mississippi River habitat and monitoring work. The intern will have the opportunity to perform habitat management activities in wetland, grassland, and forest ecosystems, conduct relevant wildlife surveys, assist with elk calf searches and waterfowl banding efforts, support large-scale habitat enhancement efforts on the Mississippi River, and perform other duties as assigned.

45% Support the enhancement of wildlife habitat in forest, wetland, and grassland systems. Specific duties may include: monitoring and management of flowage infrastructure and water levels, invasive species control, planting/mowing of warm season grasslands, timber stand improvement, and evaluation of Mississippi River habitat projects.

20% Assist with elk calf searching and radio-collaring, radio telemetry of elk, and other duties associated with the elk management program as assigned.

15% Conduct wildlife surveys as assigned, including Mississippi River amphibian and vegetation surveys and waterfowl banding.

15% Inspect and maintain infrastructure on public lands, including parking areas, access roads, trails, signage, and fencing.

5% Other duties as assigned by field staff.

Preferred skills and background: Applicants must have:

1) Valid driver's license and be able to meet requirements to receive authorization to operate State of Wisconsin fleet vehicles or provide own transportation to work sites.



2) Ability to work both independently and as part of a team, outdoors, and under varying weather conditions.

3) Interest in and enthusiasm for natural resource conservation and management.

4) Good communication skills, both written and verbal.

Preferred qualifications:

1) Enrollment in, or completion of, a college/university natural resource program (e.g., wildlife ecology/management, forestry, conservation biology, environmental science, water resources, etc.).

2) Experience with MS Office word processing and spreadsheet applications (Word, Excel).

3) Experience operating hand tools (chain saws, brush cutters, backpack sprayers).

**Position Number:** 309

## **Accounts Receivable Specialist**

Financial Specialist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 16.50

Duties of the Position: The DNR Bureau of Finance is seeking 2 summer interns to help with Financial processing of revenues. The positions will be up to 40 hours per week and may allow remote work, if the pandemic continues through the summer. Work will vary and will include data entry, auditing, and answering inquiries.

Accounts Receivable:

- 30% - Create customer records and subsequently customer invoices, including Non-Sufficient Fund check invoices, following up on all outstanding invoices.
- 20% - Prepare/process Deposits, including ACH, Wire, Check, E-Pay sites. Troubleshoot, set batches to post as needed.
- 20% - Compile batch data, prepare uploader spreadsheet from Data Shop data for Cashier and Park bank batches.
- 10% - Process credit memos, debit memos, and write-offs as requested.
- 10% - Perform journal entries as needed, to include correcting payments, refunds, and/or correcting account coding.
- 10% - Other duties or projects as assigned.

Preferred skills and background: Applicants must have:

Basic Office skills, including Microsoft Office

Good Communication skills

Ability to multi-task

Preferred qualifications:

Experience with Microsoft Excel

Basic Accounting Skills or coursework

Experience using accounting software

**Position Number: 311**

## **Accounts Payable Specialist**

Financial Specialist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 16.50

Duties of the Position: The DNR Bureau of Finance is seeking a summer intern to help with Financial processing of expenditures. The position will be up to 40 hours per week and may allow remote work, if the pandemic continues through the summer. Work will vary and will include data entry, auditing, and answering inquiries.

Accounts Payable LTE:

- 65% - Preaudit and enter vendor invoices into PeopleSoft. This involves: general invoice tracking, obtaining appropriate support documents from requesters, reconciling vendor accounts for past payments, and processing refund of expenditure transactions.
- 25% - Customer service responsibilities: This position will be responsible for responding to general customer inquiries and questions related to invoices paid. This will involve e-mail and phone communications and follow up as needed.
- 10% - Other duties or projects as assigned.

Preferred skills and background: Applicants must have:

Basic Office skills, including Microsoft Office

Good Communication skills

Ability to multi-task

Preferred qualifications:

Experience with Microsoft Excel

Basic Accounting Skills or coursework

Experience using accounting software

**Position Number: 313**

## **Property Planning Intern**

Program & Policy Analyst

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18.50

Duties of the Position: This internship will assist the DNR Property Planning Section in preparing master plans for department properties. A property plan, also called a "master plan," establishes the level and types of public uses and the authorized resource management and facility development that may take place on a DNR property. Property plans are developed according to guidelines set forth in Chapter NR 44, Wis. Admin. Code.

The Property Planning Intern will assist planning staff in a variety of tasks including working with planners and property staff to gather existing property conditions data and add data to planning documents, assisting planners in developing property-specific objectives and prescriptions and reviewing for compliance with applicable administrative code and department policy, writing regional and property analysis sections, document design and formatting, developing and reviewing property maps and geospatial data for accuracy, and assisting in developing and conducting public input processes.

- 70% - Assist planning staff with preparing and reviewing property planning documents and maps.

- 15% - Review state statutes, administrative codes and department policies for applicability to property plans.

- 15% - Planning and conducting public input processes, site visits for data collection, and other duties as assigned.

Preferred skills and background: Applicants must have these qualifications:

1. Knowledge of the principals of natural resources and/or outdoor recreation planning.
2. Ability to interpret and apply state statutes, administrative code or policy.
3. Experience communicating scientific or complicated information to a broad audience.
4. Proficiency in Microsoft Word and Excel.

Preferred qualifications:

1. Familiarity with GIS and basic cartographic principles. Familiarity with basic geospatial analysis preferred.
2. Basic Excel data analysis and formatting large documents in Microsoft Word. Excellent written communication and/or graphic design skills.
3. Experience planning or conducting public involvement processes or meetings.
4. Experience applying principals of natural resources and/or outdoor recreation planning to policy interpretation.

**Position Number:** 315

## **Graphic Design Intern**

Communications Specialist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Are you a student interested in building real-world graphic design experience with an award-winning natural resources state agency dedicated to protecting people and the planet? We're a forward-thinking Office of Communications looking for a talented and knowledgeable designer with fresh, creative ideas and an excellent eye for detail.

40% Create and design print and digital including social media materials; Adhere to brand guidelines and complete projects according to deadline; Retouch and manipulate images; Use graphic design software and work with a wide variety of media

40% Collaborate with the Communications Director and Social Media Manager to develop design concepts, receive feedback and make necessary changes

20% Assemble final presentation material for printing and display as needed

Preferred skills and background: Proficient in Adobe InDesign, Adobe Photoshop, and Illustrator; Working knowledge of layouts, typography, line composition, color, and other graphic design fundamentals; Strong creative and analytical skills; Ability to communicate well with others and maintain a professional demeanor.

Preferred degree of study in marketing, advertising, graphic design, or closely related field; Compelling portfolio of graphic design work; Previous internship experience.

**Position Number:** 317

## **Desktop Support**

IS Comp Serv Spec-Sen

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 18

Hourly Rate Maximum: \$ 20

Duties of the Position: Report to the assigned supervisor and lead worker but work independently under general review with objectives and priorities established by overall division and agency directives. The position is responsible for the customer service support issues related to information technology hardware and software and associated peripheral equipment. Perform work related to the accounts management, installation, maintenance and incident resolution of information technology platforms, including but not limited to software, operating systems, security, applications within the Division. When justified, this position provides Second Line technical support as a resource to Regional Information Management Specialists (RIMs) and other Service Support resources.

**50% Accounts Management:**

Assist in all program specific accounts processes and procedures to ensure high-level consistent data and best practices. Acquire and maintain Administrative Privilege and follow appropriate Agency Standards and technical requirements. Manage program account requests from submission, documentation to closure in the management system (Cherwell).

**30% Account Support:**

Assist staff with account support to ensure staff can efficiently use the technology. Create and provide training materials and tools to help staff be better equipped to use the tools needed to complete their tasks.

**20% Telecom services:**

Provide cellular, landline and radio support for staff. This includes technical support, device set-up, and service billing and account maintenance.

**Documentation:**

Document workflows and duties to assist in streamlining tasks

Preferred skills and background: Skills and Abilities:

Effective Communication

Effective Problem Solving

Customer Focus & Service

Takes Action & Shows Initiative

Effective Decision Making

Effective Problem Solving

Relationship & Partnership Building

Process Improvement & Continuous Learning

Technical Competencies:

- Knowledge of personal technology devices
- Knowledge of Operating Systems and software
- Knowledge of Microsoft Office Suite, desktop operating systems, and communications fundamentals
- Technology evaluation process and procedures
- Teamwork fundamentals on an intra and inter-program basis



Position Number: 319

# GIS Specialist - Geographic Information System Specialist

IS Data Services-Sen

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

Remote Work Eligible?: Y

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 18

Hourly Rate Maximum: \$ 20

Duties of the Position: This position will provide support for agency geospatial data editing, quality control and process documentation development under the direct supervision of the GIS Section Chief. Project tasks may include GIS data editing to support the mapping of hydrography features in Wisconsin (lakes, rivers and streams) and managing GIS datasets for DNR climate and environmental justice initiatives. Other duties may include developing GIS reference guides and managing an internal GIS Sharepoint site.

50% GIS Data Editing- Perform GIS data editing using ArcGIS Desktop and ArcGIS Pro tools for hydrographic feature mapping. This work will include digital elevation model (DEM) processing to derive stream networks.

50% Create and provide GIS training materials and other reference guides. Assist with organizing and managing these documents in the GIS Sharepoint site.

Preferred skills and background: Skills and Abilities:

- Ability to learn new technical skills
- Written and oral communication skills
- Initiative to improve process and procedures.
- Problem solving skills.

Technical Competencies:

- Knowledge of ArcGIS desktop (ArcMap, ArcGIS Pro) preferred.
- Knowledge of database management and servers.
- Knowledge of Microsoft Office Suite, desktop operating systems, and communications fundamentals

**Position Number:** 302

## **Web Developer**

IS Business Automation Analyst

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 18

Hourly Rate Maximum: \$ 20

Duties of the Position: Assist staff in migrating existing Web pages and creating new Web pages for Wisconsin's rare species and natural communities using the Wisconsin DNR's new Drupal web platform.

90% Assist DNR staff in creating and designing a large number of rare species and natural communities web pages in DNR's new Drupal platform. Tasks may include designing and laying out new pages, writing web content, editing web content, creating sortable tables, and more.

5% Work with staff to upload photos into the DNR's Widen digital library for website consumption. Add metadata, as needed.

5% Other web-related tasks, as needed

Preferred skills and background: Applicants must have:

- Experience with web process and design
- Knowledge of HTML
- Ability to work independently

Preferred qualifications:

- Experience with Drupal
- Experience with HTML
- Writing for the web
- Knowledge of AP style

**Position Number:** 304

## **Air Management Specialist**

Air Mgmt Spec

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 30

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will review, analyze, and quality assure data entered into both DNR's air permit data management system as well as data entered into USEPA data systems. This includes reviewing air pollution control permits for applicability of certain requirements then updating databases with information pertinent to the determinations. Specifically, this position will work with Air Permit Engineers to find NSPS and NESHAP standards in permit documents, enter appropriate data into the permit tracking system, quality assure previously entered data, and work with Federal Standards team to make recommendations for improvements to the data collected and updates to the tracking pages. Other work may include learning how to update EPA's RBLC Clearinghouse and reviewing Air Permits to enter appropriate data into the clearinghouse. Ideally, this position will have an opportunity to visit regulated sources and gain experience in how various industries are regulated by Clean Air Act requirements.

- 65% - RBLC updates

- 35% - NSPS and NESHAP updates and tracking

Preferred skills and background: Applicants must have these qualifications:

Basic understanding of engineering principals and industrial processes

Basic understanding of database management and manipulation

Ability to work cooperatively in a team towards the accomplishment of a goal

Preferred qualifications include:

Basic understanding of engineering principals and industrial processes

Basic understanding of database management and manipulation

Interest in environmental regulations and regulatory processes

Interest in learning about the Clean Air Act and how it functions

Ability to work cooperatively in a team towards the accomplishment of a goal

**Position Number:** 306

## **Conservation Biologist**

Conservation Biologist

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: Assist staff with a variety of projects related to invasive species, including the Invasive Species Council's Species Assessment Group (SAG) process and updates to Ch. NR 40, Wisconsin's Invasive Species Rule.

80% Assist DNR staff with the WI Invasive Species Council's Species Assessment Group Process (SAG). Tasks may include editing and summarizing meeting notes, compiling data and information, and helping with certain aspects of public listening sessions.

10% Assist the WI Invasive Species Council's Education Committee and DNR staff plan for and implement Invasive Species Action Month (June) activities, including the Invader Crusader Awards (ICA). Tasks may include compiling scoring for ICA nominees, updating web information and other documents related to ICA, writing summaries about ICA, and more.

10% Other invasive species-related tasks, as needed

Preferred skills and background: Applicants must have:

- Organizational skills
- Experience with Microsoft Excel
- Ability to work independently
- Attention to detail

Preferred qualifications:

- Experience with online meetings
- Experience with or interest in invasive species
- Strong writing skills

**Position Number:** 308

# **Law Enforcement Recruiting Assistant**

Office Operations Associate

State Agency: DEPARTMENT OF NATURAL RESOURCES

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 24

Hourly Rate Minimum: \$ 14

Hourly Rate Maximum: \$ 15

Duties of the Position: Under the general supervision of the Law Enforcement Training Director, the intern would provide administrative support to the training section of the Division of Public Safety and Resources Protection. Particularly the intern will assist with evaluating our recruiting and hiring efforts. This position will particularly evaluate our Recreational Property assigned Warden position to determine how we can recruit and retain Wardens for those specific positions.

- 50% - Analyze and evaluate the Conservation Warden positions assigned to a recreational property.

- 25% - Provide professional support to the Recruiting Manager

- 25% - Schedule, set-up and attend (virtual) recruiting events

\* Some of this work can be done remotely, but in order to get the best experience, some time will need to be spent in the office and potentially traveling to state park properties in the state. DNR staff follow CDC and DHS guidance to protect themselves and the public whenever interaction is necessary.

Preferred skills and background: Applicants must have these qualifications:

Professional Communications/Customer Service

Experience with Microsoft Office Suite

Organized

\*Will need to pass a fingerprint background investigation to have access to the Law Enforcement Suite at GEF 2

Preferred qualifications:

Experience with survey tools, similar to Survey Monkey

Experience with online meeting tools such as Skype, Zoom, Handshake etc

Knowledge of recruiting or retention strategies

**Position Number:** 310

## **Office Operations Associate**

Office Operations Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: DAI/CCI

Location: Portage

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15.45

Hourly Rate Maximum: \$ 15.45

Duties of the Position: Under the general supervision of the Human Resources Director, this position provides program support to the Human Resources Department, Food Service Department, Unit Management, Security Department, Education Department, Program Services Department, Maintenance Department and Health Services Unit. Provide assistance on special projects and special reports, schedule recruitment applicants and filing. General office support that is needed institution-wide.

Preferred skills and background: Knowledge of office practices, procedures, and equipment.

Knowledge of effective oral and written communications skills.

Knowledge of good organizational skills.

Ability to type and operate computer functions, including word processing, Excel, Outlook, data base applications, FAX and copy machines, and miscellaneous office equipment.

Knowledge of alphabetical and numerical filing systems.

Knowledge of mathematical functions.

Knowledge of business English.

**Position Number:** 312

## **Offender Records Associate**

Offender Records Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: DAI/CCI

Location: Portage

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16.71

Hourly Rate Maximum: \$ 16.71

Duties of the Position: Under the close progressing to general supervision of the Offender Records Supervisor, maintain legal and social service files for all Columbia Correctional Institution (CCI) inmates and assist in the overall daily functioning of the CCI Records Office. Act as back-up to the Corrections Sentencing Associate and Records Supervisor as needed. The Offender Records Associate shall comply with the Department's administrative rules and the agency's policies and procedures, including those related to the Department's overall Reentry philosophy of using evidence-based strategies, practices and programs which target an inmate's individual criminogenic needs and risk level.

Preferred skills and background:

1. Knowledge and experience with personal computers and programs, such as MS Office Suite (Word, Excel, Access, Power Point, and Outlook).
2. Knowledge of various filing systems.
3. Knowledge and skill in use of standard office equipment including fax machines, computers, copy machines, typewriters, etc.
4. Effective oral, written and interpersonal communication skills.
5. Ability to work independently and as part of a team.
6. Ability to maintain a good working relation with all staff utilizing team concepts.
7. Strong organizational skills.
8. Ability to enter data manually and into computer systems and type with proficiency.
9. Ability to manage time effectively.
10. Knowledge and skill in performing basic arithmetic calculations.
11. Ability to analyze situations, weigh various factors, and exercise independent judgment.

**Position Number:** 314

## **Repair Worker**

Facilities Repair Worker

State Agency: DEPARTMENT OF CORRECTIONS

Division: DAI/CCI

Location: Portage

**Remote Work Eligible?: N**

Expected Hours Per Week:

Hourly Rate Minimum: \$ 14.26

Hourly Rate Maximum: \$ 14.26

Duties of the Position: Knowledge of general grounds maintenance.  
Knowledge of general buildings and equipment preventive maintenance procedures.  
Knowledge of use and care of hand tools and equipment used for maintenance.  
Knowledge of health and safety practices and procedures used in repair and maintenance of mechanical equipment, general building maintenance.

Preferred skills and background: Under the close progressing to general supervision of the Buildings/Grounds Superintendent, this position will perform general grounds maintenance and preventive maintenance and minor repair on buildings and equipment. Additional responsibilities include direction and supervision of inmate workers.



**Position Number:** 316

## **Office Operations Associate**

Office Operations Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: KMC

Location: Plymouth

**Remote Work Eligible?: TBD**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15.45

Hourly Rate Maximum: \$ 15.45

Duties of the Position: 1. Working knowledge of computers and computer programs (e.g. Microsoft Office Programs, Windows, WICS, etc)  
2. Strong verbal and written communication skills.  
3. Ability to work independently.  
4. Ability to maintain good working relationship with all staff utilizing team concepts.

Preferred skills and background: The Office Operations Associate will have the opportunity to learn the roles of different departments within the multidisciplinary setting that is KMCI, allowing the intern to become familiar with institution operations from various perspectives. This position will require familiarization with DOC and facility policies and procedures, as well as DOC-related computer programs, perfect for those seeking a career in corrections. Specific duties will include, but are not limited to, provision of program support services for the Psychological Services Unit (PSU). The intern may have the opportunity to become familiar with the DOC's EMR (Electronic Medical Records) while entering and scanning information at the request of the PSU Supervisor, respond to both internal and external records requests, and conduct file reviews with Persons in Our Care.

**Position Number:** 435

## **Electrician Apprentice**

Electrician Apprentice

State Agency: DEPARTMENT OF CORRECTIONS

Division: DAI/OSCI

Location: Oshkosh

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 19.36

Hourly Rate Maximum: \$ 19.36

Duties of the Position: The Electrician Apprentice's central task is to assist the Electrician. This may involve doing basic tasks such as handling the tools, and it may also involve working independently from the Electrician at times on electrical tasks that require less skill or experience. As the Electrical Apprentice progresses, he or she will be given more independence in completing tasks.

The Electrician Apprentice assists with and completes maintenance work orders on electrical equipment. This includes testing malfunctioning equipment, identifying defects, troubleshooting, repairing equipment and replacing defective parts. The Electrician Apprentice and Electrician will collaborate with other electrical staff to identify and solve problems.

In order to fill installation work orders, the Electrician Apprentice will assist the Electrician or perform less complex installation tasks independently. They will complete electrical wiring tasks, alignment adjustments, and calibration of equipment following manuals, schematics, diagrams, blueprints and equipment specifications.

Preferred skills and background: Having some electrical service work experience.

Demonstrating knowledge of electrical codes.

Possessing the ability to understand schematics and technical manuals.

Strong troubleshooting abilities.

Pursuing a degree or equivalent experience in any of the following: Electrical, Electronics, Computer Engineering or related courses.

**Position Number: 318**

## **Electronics Intern**

Electronics Intern

State Agency: DEPARTMENT OF CORRECTIONS

Division: DAI/OSCI

Location: Oshkosh

**Remote Work Eligible?: TBD**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 17.94

Hourly Rate Maximum: \$ 17.94

Duties of the Position: Strong troubleshooting abilities.

Having some electronics work experience.

Pursuing a degree or equivalent experience in any of the following: Electrical, Electronics, Computer Engineering or related courses.

Preferred skills and background: Assist the Electronics Technician- Advanced in the following: Assembling, installing, repairing, troubleshooting, and maintaining electronic components and systems.

Sourcing or fabricating replacement parts for electronic systems.

Ensuring all power and manual tools are operated in accordance with health and safety regulations.

Liaising with Supervisors to discuss time management and time and material cost estimates.

Carrying out scheduled preventative maintenance and servicing equipment.

Performing equipment demonstrations.

Interpreting drawings, training manuals, and instructions in order to perform duties.

Following written, verbal, and telephonic instructions.

**Position Number:** 320

## **Office Associate Business Office**

Office Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: Stanely Correctional

Location: Stanley

**Remote Work Eligible?: N**

Expected Hours Per Week: 30

Hourly Rate Minimum: \$ 14.3

Hourly Rate Maximum: \$ 14.3

Duties of the Position: Audit and verify inventory stock item coding on each Department Requisition.

Enter Department Requisitions and any adjustments in the inventory system each business day.

Assist in Warehouse physical inventory counts periodically.

Assist the Financial Specialist-Advanced with weekly/monthly inventory system reconciliations.

Prepare and organize Inmate property orders and vendor disbursements for mail distribution

Disperse inmate copies of business related documents

Maintain and update institution Record Retention storage and destruction information.

Preferred skills and background: Knowledge of personal computer applications including MS Word, Excel, Access, Outlook,

Ability to verify the quality and quantity of items received to meet the established specifications.

Knowledge of current office operations and procedures, including data entry and recordkeeping.

**Position Number:** 322

## **Medical Office Assistant**

Medical Program Assistant

State Agency: DEPARTMENT OF CORRECTIONS

Division: Stanley Correctional

Location: Stanley

**Remote Work Eligible?: N**

Expected Hours Per Week: 30

Hourly Rate Minimum: \$ 15.45

Hourly Rate Maximum: \$ 15.45

Duties of the Position: Prepares materials regarding special projects, including typing, assembling or obtaining information such as quality assurance, utilization data, census counts, sick call reviews, tuberculosis (TB) screenings, and responses to inmate correspondence. Maintain medical record files including completed patient records following visits to health providers after all orders, consults, and documentation is completed. Oversee the receipt of incoming mail and its proper distribution. Coordinate handling of outgoing mail, packages, and State Lab specimens in a timely manner.

Preferred skills and background: Knowledge of basic medical and dental terminology. Knowledge of current office operations and procedures, including recordkeeping.

**Position Number:** 324

## **Office Associate Security**

Office Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: Stanely Correctional

Location: Stanley

**Remote Work Eligible?: N**

Expected Hours Per Week: 30

Hourly Rate Minimum: \$ 14.3

Hourly Rate Maximum: \$ 14.3

Duties of the Position: Provision of program support for daily scheduling operations for Correctional Officers and Sergeants.

- A1. Maintain scheduling database for staff changes, schedule changes and enter leave and overtime information.
- A2. Assist Administrative Lieutenant in processing, tracking and filing employee leave requests.
- A3. Distribute copies of approved leave requests to appropriate recipients.
- A4. Assist with scheduled appointment dates, prepare trip schedules and movement notices, and gather and distribute necessary information.

- Preferred skills and background:
1. Knowledge of modern office practices and the use of standard office equipment.
  2. Knowledge of effective record keeping systems and procedures and effective organizational skills.
  3. Knowledge and experience with MS Office Suite (Word, Excel, Access, Power Point, and Outlook)
  4. Ability to perform detailed work accurately.
  5. Ability to enter data and type with proficiency

**Position Number:** 326

## Treatment Specialist Intern

Treatment Specialist Intern

State Agency: DEPARTMENT OF CORRECTIONS

Division: WI Secure Program Facility

Location: Boscobel

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 17.43

Hourly Rate Maximum: \$ 17.43

Duties of the Position: Complete Full Volunteer Orientation (security training included)

- Shadow security staff for at least one day
- Computer access/training provided

Observe

- Programs: SUC groups (PDCI), T4C, DV, DBT, ReEntry PAS, Anger Control, DV T4C, Special Events
- Mentors: meeting and discussion
- Hearings: Classification, Disciplinary, Administrative Confinement reviews
- Departments: Various departments and areas interconnected within institution operations

Project

- Complete a project benefiting WSPF– must be agreed upon by student and supervisor
- Demonstrate knowledge of Cognitive Behavioral Principles and incorporate into project where appropriate
- Demonstrate knowledge of ReEntry principles and incorporate into project
- Demonstrate knowledge of Case Management principles and assessment reading
- Independence and initiative are required; be prepared to work independently when shadowing staff is not possible. Unstructured time should be productive.

Assist

- Complete typical staff tasks as assigned
- Complete Visitor questionnaire reviews
- Records office assistance with filing and paper work
- Participate in special events as assigned and where needed

Other opportunities, if student is interested

- Shadow at PDCI for a day
- Shadow at local P&P office for a day

- Shadow Crawford County Treatment Court coordinator for a day
- \*Shadow Security and various departments

Preferred skills and background: Submit

- DOC-2674 Volunteer Application
- DOC-310 Student Field Placement Agreement
- Photo ID will be provided – must remain at institution and must be worn each visit
- Complete interview with internship supervisor and one other staff before acceptance determined

(Summer intern interviews: March; Fall Intern interviews: June; Spring Intern Interviews: October)

Schedule

- Days/time must be preapproved
- Minimum of 200 hours required
- Student must be punctual; notify supervisor if going to be late or absent

Computer knowledge and ability to use various technology components such as printers, computer programs, fax, scanners

Course work focuses on a helping profession such as CJ, HS, SW or others closely related

Ability to read, collect information and prepare reports



**Position Number:** 328

## **Program and Policy Analyst**

Program and Policy Analyst

State Agency: DEPARTMENT OF CORRECTIONS

Division: Secretary's Office

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18.69

Hourly Rate Maximum: \$ 18.69

Duties of the Position: Under the general supervision of the Evidence-Based Program Manager, this position will support development and implementation of program initiatives in the Reentry Unit. The position will provide support in the coordination of technical assistance for county jail recidivism reduction projects and related contracted reentry programs. This position will be responsible for researching and understanding best practices for correctional programming interventions and will assist in the development of standard reporting for program outcome measures and creation of a database for program evaluations and training. The individual will also assist in the coordination of large-scale training programs. Finally, this position will be responsible for assisting in data/budget analysis and evaluation related to program outcomes.

Preferred skills and background: Qualified applicants will have education and/or experience in correctional programming and policy with experience and/or education in conducting research and data analysis. Qualified applicants will further display an ability to communicate professionally both verbally and in writing with strong organizational and time-management skills.

**Position Number:** 321

## **Financial Specialist**

Financial Specialist

**State Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Management Service, Bureau of Fiscal and Administrative Services

**Location:** Madison

**Remote Work Eligible?:** Y

**Expected Hours Per Week:** 20-40

**Hourly Rate Minimum:** \$ 16.71

**Hourly Rate Maximum:** \$ 16.71

**Duties of the Position:** This position performs data entry related to fiscal transactions in PeopleSoft. The position reviews bid files for compliance with DOA procurement Manual for documentation Requirements. The position will get an overview of Finance and procurement functions.

**Preferred skills and background:** Interested in learning about Financial & Procurement Processes. Ability to utilize a wide variety of PC tools such as MS Office and Outlook. Good organizational skills. Good communication skills including good interviewing skills. Some report writing experience. Ability to work with staff from different professional backgrounds, from front-line staff to senior leaders.

**Position Number:** 323

## **Integration Developer**

IS Systems Dev Services Prof

State Agency: DEPARTMENT OF CORRECTIONS

Division: DMS/BTM

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 22.1

Hourly Rate Maximum: \$ 22.1

Duties of the Position: The intern will be working on one of three teams within the Web Application Integration team.

--Custom Web Application (front-end development)

--Integration Services (back-end development)

--Low-Code (visual programming – emphasis on design and understanding architecture)

Intern will have a mentor for working on their assignments.

Preferred skills and background: Java skills and how object oriented programming works in

JavaBasic knowledge of SQL and creating scripts

Basic knowledge of T60database processes

--Basic knowledge of design skills

--Basic knowledge of developer testing

--Exposure to problem-solving V58

**Position Number:** 325

## **Staff Development Program Specialist**

Staff Development Program Specialist - Generalist

State Agency: DEPARTMENT OF CORRECTIONS

Division: Corrections Training Center

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18.69

Hourly Rate Maximum: \$ 18.69

Duties of the Position: Under the close supervision direction of the Staff Development Program Director, this position will be trained and will shadow staff in permanent positions responsible for the development and delivery of training within the Department of Corrections.

Responsibilities include assisting with the provision of curriculum development, presentation, coordination and evaluation of variety of training programs, including mandatory training programs, training academies and on-demand staff development training.

The Staff Development Program Specialist shall comply with the Department's administrative rules and the agency's policies and procedures including those related to the Department's overall Reentry philosophy of using evidence-based strategies, practices and programs.

Preferred skills and background: . Knowledge of the principles, practices, techniques and methods of adult education and training.

2. Knowledge of varied training methods.
3. Knowledge of blended learning and on-line training methods.
4. Experience or ability to provide in-person or virtual classroom training.
5. Knowledge of developing training, lesson plans, course outlines or training objectives and determining needs.
6. Knowledge of methods of conducting staff development and training activities.
7. Time management skills, including prioritization, monitoring and accountability.
8. Effective written and oral communication skills.
9. Skills and abilities to develop positive working relationships with trainees, peers and administrative/management staff.
10. Basic computer skills including Microsoft Word, PowerPoint and Outlook.

Position Number: 327

## Operations Program Associate YC Office

Operations Program Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: DJC/LHS/CLS

Location: Irma

Remote Work Eligible?: N

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16.71

Hourly Rate Maximum: \$ 16.71

Duties of the Position: This position will be responsible for providing general office program support and general clerical services to the Supervising Youth Counselor office and other staff. Responsibilities include performing office support functions to assist with paperwork, incident tracking and notifications, gathering information, maintaining tracking systems and drafting and composing correspondence

Preferred skills and background: Candidate should have the ability to utilize computers and associated software including but not limited to Microsoft Office Suite, video viewing programs, video recorders and cameras. Knowledge of business office machine operations as well as Microsoft computer applications and software is critical. Candidate should possess strong organizational skills and have the ability to maintain records and filing systems. Excellent interpersonal, oral and written communication skills are critical.

**Position Number:** 329

## **Probation and Parole Agent Intern**

Probation and Parole Agent intern

State Agency: DEPARTMENT OF CORRECTIONS

Division: Division of Community Corrections

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 20.38

Hourly Rate Maximum: \$ 20.38

Duties of the Position: Probation and Parole Agents, and therefore interns, are responsible in conjunction with their mentor, for enforcing departmental rules, Wisconsin Statutes and conditions of probation and parole to protect the public and to provide services to rehabilitate offenders. Conduct investigations; develop, implement, and monitor offender case plans; conduct home visits; issue apprehension requests; collect urine samples for drug assessment; provide counseling; prepare written reports and maintain records. Provide surveillance of offenders through frequent contacts and electronic monitoring; respond to violations appropriately

Preferred skills and background: The best qualified applicants will have education, training and/or experience related to evidence-based practices, social work methods, and/or case management techniques. Further, the best qualified applicants will have education, training and/or experience related to assessing needs, interviewing, counseling and treatment techniques.

**Position Number:** 331

## **Program and Policy Analyst**

Program and Policy Analyst

State Agency: DEPARTMENT OF CORRECTIONS

Division: Division of Community Corrections

Location: Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18.32

Hourly Rate Maximum: \$ 22.41

Duties of the Position: This position is responsible for assisting with the management of purchase of offender goods and services programming in Milwaukee County (Region 3). The duties include working with programming providers to ensure that interventions are being delivered per contractual requirements and fostering effective communication between facilitators and probation and parole agents. In addition, the position assists with auditing to verify that program data collection is accurate and the guidance of vendors towards improving their precision in this area if needed. Lastly, this position works to research emerging trends in the arena of treatment for justice involved clients that reduces recidivism and enhances community safety and developing strategies to create opportunities for clients under the supervision of the Division of Community Corrections to gain access to these interventions.

Preferred skills and background: An ideal candidate for this position will have some familiarity with the criminal justice system and, more specifically, with community corrections. The ideal candidate will also have an understanding of behavioral analysis and what drives behavioral change. A well qualified candidate will further possess skills in the disciplines of data analysis and budgeting. Lastly, it is important for the candidate to possess strong communication skills and the capacity to work with parties to achieve compromise and successful outcomes.

**Position Number:** 333

## **Office Operations Associate Intern**

Office Operations Associate

State Agency: DEPARTMENT OF CORRECTIONS

Division: Division of Community Corrections

Location: Wisconsin Rapids

**Remote Work Eligible?: N**

Expected Hours Per Week: 20-40

Hourly Rate Minimum: \$ 15.44

Hourly Rate Maximum: \$ 23.62

Duties of the Position: Reception duties; processing of paperwork; maintenance of COMPAS and WICS databases; maintenance of financial records; receipting; word processing; and various other office support activities necessary to ensure the effective and efficient operation of the work unit. Intern may also shadow Program Support Supervisor to observe management activities and gain leadership skills. Intern will utilize effective communication skills and cultural awareness to work with a diverse population of clients.

Preferred skills and background: 1. Knowledge of effective oral and written communication techniques.

2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of modern office methods and procedures.
4. Knowledge of recordkeeping practices.
5. Knowledge of various filing systems and methods.
6. Knowledge of automated word processing systems.
7. Knowledge of data entry and retrieval skills.
8. Knowledge of problem identification and solving techniques.
9. Knowledge of culturally different values (cultural awareness).
10. Knowledge of public relations techniques.



**Position Number:** 335

## **Law Clerk**

Legal Secretary

State Agency: DEPARTMENT OF ADMINISTRATION

Division: Division of Legal Services

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 20

Hourly Rate Maximum: \$ 20

Duties of the Position: Law Clerk will assist DLS attorneys with representing the agency in hearings before the Wisconsin Employment Relations Commission, analyzing and fulfilling open records requests, conducting research into legal questions relating to the work of the agency, and assisting with other special projects.

Preferred skills and background: Candidate must have completed at least one year of instruction at an accredited law school.

**Position Number:** 337

## **Digital Marketing Intern**

Marketing Specialist

State Agency: DEPARTMENT OF ADMINISTRATION - Tourism

Division: Dept of Tourism

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 30-40

Hourly Rate Minimum: \$ 18.69

Hourly Rate Maximum: \$ 18.69

Duties of the Position: The Marketing Intern will be responsible for assisting Travel Wisconsin in the development and implementation of its marketing campaigns and content marketing strategy. The Marketing intern will assist with gathering research and tracking metrics for brand, seasonal and niche marketing campaigns, seek and analyze competitor marketing material and digital content, and assist in the development of document and presentations with campaign material

Preferred skills and background: Currently pursuing a Bachelor's degree in marketing, business, or a related field

Knowledge of forms of digital, social and traditional marketing channels

Knowledge of Google Analytics and Facebook Insights preferred

**Position Number:** 339

## **Interior Designer**

Interior Designer in Training

State Agency: DEPARTMENT OF ADMINISTRATION

Division: DFTS Bureau of Real Estate Mgmt

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 10 to 20

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 15

Duties of the Position: This position will primarily update Auto CAD plans, polyline rooms for determining area, create building standard finish documents, and Auto CAD blocks for use in drawing plans.

Possible opportunity for field verification training.

Preferred skills and background: Strong Auto CAD and organization skills.

**Position Number:** 332

## **Facilities Assistance**

Facilities Maintenance Specialist

State Agency: DEPARTMENT OF ADMINISTRATION

Division: DFTS Bureau of Building Mgmt

Location: Madison

**Remote Work Eligible?: N**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15.96

Hourly Rate Maximum: \$ 17.56

Duties of the Position: Facilities Maintenance Specialist interns will provide maintenance support to facilities in the downtown area including light maintenance responsibilities such as responding to corrective work orders through the computerized maintenance management system (examples include: light bulb changes, HVAC adjustments, cleaning, inventory of supplies and materials, ordering equipment, and customer service).

Under the general direction of the Buildings and Grounds Superintendent, perform work for inspecting, repairing, and maintaining heating, ventilation, air conditioning, plumbing and electrical systems at state-owned buildings as assigned. Perform preventative and corrective maintenance on facilities equipment. Maintain facilities assets including working with mechanical and grounds equipment. Maintain and organize shop areas, garages, and storage areas. Assist with moving furniture, remodeling and construction projects as required. Work with supervisors, craft workers and lead maintenance staff for projects and tasks as assigned. Inspect and monitor facilities conditions - report findings to supervisor or lead workers.

Preferred skills and background: • Intermediate ability to appropriately and safely use hand tools, power tools, and personal safety equipment.

- Interpersonal and communication skills
- Ability to perform general maintenance of various hand tools and motorized equipment.
- Intermediate knowledge of occupational hazards and safety precautions related to maintenance operations.
- Ability to perform duties promptly and efficiently under the pressure of deadlines and with interruptions.
- Basic knowledge and skill in paper and electronic record keeping and inventory practices, procedures, and supply ordering.
- Basic knowledge of the organization of resources, materials, and equipment.

- Basic knowledge of customer service skills.
- Basic keyboarding skills and some experience working with computers and Microsoft applications.
- Ability to read and understand operation manuals and related documents.
- Basic knowledge of the planning and service necessary to efficiently set-up and tear-down equipment for events.
- Ability to make daily inspections of building and equipment and notify supervisor of problems.
- Ability to record meter and gauge readings.

**Position Number: 338**

## **Supplier Diversity Program Intern**

Equal Opportunity Specialist

State Agency: DEPARTMENT OF ADMINISTRATION

Division: DEO/WI Supplier Diversity Program

Location: Madison

**Remote Work Eligible?:**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 14

Hourly Rate Maximum: \$ 18

Duties of the Position: Supplier Diversity will soon launch a new website. We would like to have an intern develop training videos that answer some of the frequently asked questions our suppliers and interested businesses have and upload them to our website. Additionally, the intern would help gather and compile data on diverse spend for the WI Supplier Diversity Annual Report.

Preferred skills and background: The intern should have the following knowledge, skills and abilities: 1) Good written and verbal communication skills; 2) Knowledge of recording videos and uploading them to the internet; 3) Proficiency with computers and the Microsoft Office Suite, especially Word, PowerPoint, and Excel; and 3) Experience collecting and tabulating data.

**Position Number: 343**

## **Operations Manager**

Office Operations Associate

State Agency: DEPARTMENT OF ADMINISTRATION - BPDD

Division: Board for People with Developmental Disabilities

Location: Madison     **Remote Work Eligible?: Yes during COVID, if restrictions lifted, some travel may be required**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15.45

Hourly Rate Maximum: \$ 15.45

Duties of the Position: This position teams closely with a 9-person small advocacy organization that works with and on behalf of people with developmental disabilities. Duties will include preparing for outreach events and trainings (organizing supplies, developing participant lists, etc); maintaining a statewide database, helping educate through social media posts; supporting teammates on their projects; providing support for people with disabilities to participate in events, general office tasks, couriering materials to the Capitol and partner agencies downtown; and other duties as needed.

Preferred skills and background: The ideal candidate will have an interest in social justice and the civil rights of people with developmental disabilities, including how to promote self-determination. Excellent oral communication and teaming skills needed. Willingness to learn, receive feedback, and collaborate with co-workers. Knowledge of basic programs and social media needed, with willingness to learn data base and other programs. Excellent customer service skills. Bilingual Spanish/English skills preferred.

**Position Number:** 410

## **Capital Budget & Data Internship**

Financial Specialist

State Agency: DEPARTMENT OF ADMINISTRATION

Division: DFD

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 16.71

Hourly Rate Maximum: \$ 16.71

Duties of the Position: • Research GIS tools and applications for mapping projects in the State Building program.

- Support Bureau with developing data visualization and dashboard tools that will be used to communicate the status of projects funded in the State's Capital Budget.
- Support the Bureau's process improvement goals by researching and developing implementation recommendations for data solutions for the biennial budget process.
- Work with staff within the Bureau to automate monthly reports and develop tracking tools to monitor major projects in the State Building program.

Preferred skills and background: The ideal candidates for this opportunity will:

- Demonstrate an interest in public policy, state government, and public service.
- Have strong communication, research, and analytical skills.
- Have the ability to analyze, manipulate, and interpret data
- Demonstrate the ability to complete projects independently and meet the project milestones and deliverables.

The ideal candidates for this opportunity are students pursuing a degree in Public Policy/Affairs, Economics, Statistics, Computer Science, or Business.

Preferred, but not required, skills include:

- Experience working with GIS and data systems
- Experience working with Sequel, Python, R, or similar systems



**Position Number:** 417

## **Marketing and Outreach Associate**

Communications Specialist

**State Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division of Enterprise Operations

**Location:** Madison

**Remote Work Eligible?:** Y

**Expected Hours Per Week:** 30 to 45

**Hourly Rate Minimum:** \$ 20

**Hourly Rate Maximum:** \$ 20

Duties of the Position: Updating and revising all AmeriCorps marketing and communication materials to address new AmeriCorps guidelines and to ensure that materials are appealing to a diverse audience and accessible to all. Support outreach efforts such as the Governor's Service Awards, recruiting Schools of National Service, informational presentations to nonprofit organizations and government officials, promotion of volunteerism efforts, and recruitment of AmeriCorps members.

Preferred skills and background: Experience with Microsoft Office platforms (Word, Excel, PowerPoint)

Experience with design programs (such as Photoshop, InDesign, Canva)

Best practices in marketing to a diverse audience

Familiarity with AmeriCorps and volunteerism

**Position Number:** 419

## **Communications Specialist**

Communications Specialist

State Agency: DEPARTMENT OF ADMINISTRATION

Division: Secretary's Office

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position provides support to the DOA Secretary's Office and Strategic Management and Planning Program. The position will work closely with the Secretary's Office team on a wide variety of initiatives and programs, including communications, marketing, social media, graphic design, employee engagement, and website management.

Preferred skills and background: Proficiency in Microsoft 365 or similar applications (Office, PowerPoint, SharePoint, etc.) Familiarity with HTML/CSS

Knowledge of Adobe applications (InDesign, Photoshop, Illustrator)

Knowledge of social media platforms

**Position Number: 421**

## **IT Tech Arch Specialist**

IS Professional in Training

State Agency: DEPARTMENT OF ADMINISTRATION

Division: Enterprise Technology

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18

Hourly Rate Maximum: \$ 18

Duties of the Position: The intern would participate in activities of an Architect researching requests from our customers.

Participate with other Tech Architects developing strategies for cloud and software initiatives. Collaborate with Agencies to develop common processes. Define high-live plans to address gaps between current and future state architecture. Assist in evaluating software selection and emerging technologies. Participate in technology demonstrations for customers. The duties of this position can be fast paced. It requires general computer experience, with an emphasis on Cloud computing, Network systems, Security and distributed environments.

Preferred skills and background: 1. Cloud architecture, familiar with cloud platforms and vendors

2. Knowledge of Business ECO systems SaaS, IaaS, PaaS, Application Programming

3. Knowledge of Infrastructure automation

4. Knowledge of Technical Architecture practices

5. Knowledge of Enterprise Security practices

6. Effective written and oral communication skills

**Position Number:** 334

## **Property Tax Credit Auditor**

Revenue Auditor in Training

State Agency: Department Of Revenue

Division: State and Local Finance

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 13.5

Hourly Rate Maximum: \$ 15

Duties of the Position: • Assist with the organization and review of property tax credit applications

- Data entry and validation
- Cross reference property tax bill data and compute correct property tax credit amounts
- Provide basic customer service related to WI property tax credits

Preferred skills and background: • Basic computer and keyboard skills; effective verbal and written communication skills and good customer service techniques

- Ability to work independently with accuracy; ability to work in a fast-paced environment
- Experienced in Microsoft Excel table, sort, SUMIF and VLOOKUP functions (preferred)

Position Number: 423

# Continuous Improvement Consultant Trainee

Program and Policy Analyst

State Agency: DEPARTMENT OF REVENUE

Division:

Location: Madison or Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 15 Hourly Rate Maximum: \$ 15

Duties of the Position: Work with teams to review, develop, and lead projects as assigned. Collaborate with members of process improvement teams to develop metrics and dashboards to measure success of implemented programs. Develop report delineating the status and outcomes of projects. Develop survey to get feedback from original focus groups on whether outcomes met expectations, perform analysis.

Preferred skills and background: Knowledge of project management principles and practices. Knowledge of organizational analysis and program assessment. Knowledge of process improvement methodologies such as Lean, Kaizen, TQM, or others. Skill in data collection, research, and analysis. Proficiency in computer use, including Microsoft Office applications and survey software (like Survey Monkey or others).

**Position Number:** 425

## **Communication/Legislation Specialist**

Communications Specialist

State Agency: DEPARTMENT OF REVENUE

Division: Secretary's Office

Location: Madison or Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: negotiable up to 40

Hourly Rate Minimum: \$ 15    Hourly Rate Maximum: \$ 15

Duties of the Position: working with communications staff, researching and drafting issue papers, updating social media, filing documents, and drafting/updating press releases, and assisting with putting together an internal calendar of events, locating and compiling press clips.

Working legislative staff- researching legislation, and drafting issue papers.

Preferred skills and background: communication, social media, internet research skills, writing/drafting issue papers and or press releases, and good organization.

**Position Number:** 427

# **Communications Specialist in Training**

Communications Specialist

State Agency: DEPARTMENT OF REVENUE

Division: State and Local Finance

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 15    Hourly Rate Maximum: \$ 15

Duties of the Position: • Assist with creating internal and external communications, including content development and publication

- Complete research projects, using internal and external data
- Other administrative tasks, as assigned

Preferred skills and background: • Computer skills, including Microsoft Office, Adobe creative suite and SharePoint

- Familiar with social media platforms (Twitter, Facebook and YouTube)
- Research skills
- Effective verbal and written communication skills
- Ability to summarize data and information

**Position Number:** 429

## **WI Lottery Player Relations Internship**

Marketing Specialist

State Agency: DEPARTMENT OF REVENUE

Division: Lottery Division

Location: Madison

**Remote Work Eligible?: Partially**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 14    Hourly Rate Maximum: \$ 15

Duties of the Position: Assisting the Player Relations Team and Marketing and Communications Team with various activities including: customer service (answering calls and emails), monitoring WI Lottery social media pages, assisting with online giveaways, updating the WI Lottery website, planning and staffing events (both in person and virtual), and special marketing/communications projects.

Preferred skills and background: Students of any major encouraged to apply but preference given to those in marketing or communications. Customer service skills preferred, including service industry or retail experience.



**Position Number:** 431

## **Staff Development Intern**

Staff Development Program Specialist

State Agency: DEPARTMENT OF REVENUE

Division: Entrepise Services

Location: Madison or Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 15    Hourly Rate Maximum: \$ 15

Duties of the Position: Work with other members of improvement team to implement changes to agency training plans and offerings for staff and program development. Developing training policies and procedures. Keep and organize records related to the project. Assist in the development of metrics.

Preferred skills and background: Exceptional oral and written communication skills. Exceptional planning and organizational skills. Knowledge of effective adult education and training techniques and ability to apply them. Ability to develop curricula and training materials. Ability to effectively evaluate a training class or program and adapt practices for improvement. Good computer skills, proficient in Microsoft Office products. Articulate and Cornerstone experience a plus.

**Position Number:** 336

## **Research Analyst LTE**

Research Analyst

State Agency: DFI

Division: Office of Financial Literacy

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 15

Duties of the Position: Assist the Financial Literacy Office with a variety of tasks, including clerical

Check-in daily with Director of Office of Financial Literacy for assignments

Research issues as assigned and under direction

Collect research on financial inclusion best practices, curate researched information and provide reports

Participate in meetings relevant to assignments

Other duties as assigned

Preferred skills and background: 1. Ability to comprehend and interpret, research by federal, state and local agencies, research organizations and universities, community organizations and businesses to formulate recommendations for best practices.

2. Ability to analyze and determine applicability of data, to draw conclusions and make appropriate recommendations.

3. Experience in the following areas is helpful: financial literacy education and consumer protection.

4. Excellent reading comprehension and report writing skills

**Position Number:** 340

## **IS Resources Support Tech - Entry**

IS Resources Support Tech - Entry

State Agency: DOT

Division: State Patrol

Location: Madison

**Remote Work Eligible?: Y - after training**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 15.37

Hourly Rate Maximum: \$ 15.37

Duties of the Position: This position will migrate local law enforcement agencies to the new DSP Hosted Database. Their duties will include, but won't be limited to, removing TraCS from local law enforcement agencies PCs/workstations and reinstalling a new version of TraCS onto their PCs/workstations. They will also move the local law enforcement agencies data to the new hosted database. This position will also add new agency users and set up their local databases. Other fill-in work includes assisting with coordinating the 2021 Badger TraCS User Conference, creating PP presentations and/or handouts, registering conference attendees, and testing new and current forms for the fall TraCS Pack release. The scope of this position is limited to these specific, well-defined program areas. Personal contacts outside of the agency are limited in nature, via telephone or e-mail, with local law enforcement agencies and vendors. The position will work under close supervision.

Preferred skills and background: Experience of installing and configuring computers.

- Experience maintaining computers, configuring software, networking and maintaining Windows operating systems such as Windows 7 and Windows 10.
- Working knowledge with data sets and databases including merging of tables and formatting of databases as needed.
- Proficiency in Microsoft Word, Excel, Access, and SharePoint.
- Working knowledge of Network Servers and personal computers.
- Working knowledge with data sets and databases including merging of tables and formatting of databases as needed.
- Good interpersonal and oral communication skills.
- Good experience in providing customer service.
- Extensive knowledge of problem-solving techniques.
- Good written communication and report writing skills.
- Good organizational skills.

**Position Number:** 341

## **Urban and Regional Planner**

Urban and Regional Planner

State Agency: DOT

Division: Div of Transportation System Development

Location: Waukesha

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 16

Duties of the Position: This position is in the Planning Section of a Department of Transportation region office and offers the opportunity to work in a collaborative and innovative environment. This position will assist planning staff with various tasks including design plan review, mapping infrastructure and reported concerns, general research, and file coordination. Key tasks include preparing design review comments, attending design review meetings, mapping bicycle/pedestrian accommodations, conducting the trail count program and other planning project tasks as requested. This internship position will function as a member of a diverse team of planners, engineers and technical staff, under the general supervision of the Planning Supervisor.

Preferred skills and background: 1. Knowledge of urban planning principles, practices and theory

2. Ability to interpret and use data from multiple databases

3. Ability to establish and maintain effective working relationships with associates, subordinate employees, private contractors and consultants, and other agencies, local officials, media, and the general public

4. Ability to coordinate and review the work of other planners and technical personnel

5. Effective written and oral communication skills that may include: technical writing, oral presentations, negotiations skills, listening skills, etc.

6. Effective organizational and time and data management skills

7. Analytical and research skills

8. Knowledge of Microsoft Office programs

**Position Number:** 342

## **Program and Policy Analyst**

Program and Policy Analyst

State Agency: DOT

Division: State Patrol Chemical Testing Section

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: flexible up to 40

Hourly Rate Minimum: \$ 18.32

Hourly Rate Maximum: \$ 18.32

Duties of the Position: This position is responsible for analyzing federal law and regulations as well as state law and administrative rules in order to implement, administer, and automate the breath alcohol ignition interlock device (BAIID) vendor approval program. This position is also responsible for coordinating between the Section, throughout the bureau, across the Division, and with private stakeholders to develop and implement changes and improvements to the BAIID program within the Chemical Testing Section. In addition to performing program and policy analyst duties, this position will also serve as an assistant on various special programs/initiatives within the BAIID program.

Preferred skills and background: knowledge of the principles and practices of state law and administrative code, government practices, project management, and policy development.

- knowledge of computerized records systems data entry and retrieval and preparation of reports based on data entered and retrieved.
- knowledge of the statutes and administrative rules.
- Extensive working knowledge of Microsoft Word, Excel and Access programs.
- knowledge in interpreting, explaining, and applying programmatic requirements and specifications.
- knowledge of conventional fact-finding or investigative techniques, and skill in developing, reviewing, and evaluating these facts.
- Ability to establish and maintain effective working relationships with staff, governmental agencies, and private stakeholders.
- Ability to plan and organize own work activities, work independently, and exhibit job responsibility.
- effective team skills: exceptional customer service skills and effective interpersonal skills. U72

**Position Number:** 400

## **Program and Policy Analyst**

Program and Policy Analyst

State Agency: DOT

Division: Division of Budget & Strategic Initiatives

Location: Madison

**Remote Work Eligible?: Yes**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 18.69

Hourly Rate Maximum: \$ 18.69

Duties of the Position: The DBSI Intern will assist with the collection and analysis of information regarding emerging transportation issues. They will perform policy analysis for DBSI on selected areas of interest to the Secretary's Office such as development of state policies and revenue implications of alternative fuel/hybrid/electric vehicle and a literature search and review of ridesharing/transit needs and how that may play out in Wisconsin. They will assist with SharePoint site updates and conduct reviews and analysis of existing web materials and assist with the organization and display of content to aid department staff. In addition, they will work with various aspects of creating digital collections to ensure quality digital documents for future reference and longer-term preservation needs.

Preferred skills and background: Strong organizational skills.

Time and task management skills.

Verbal and written communication skills.

Ability to work independently and effectively within a collaborative team environment.

Ability to focus on tasks with strong attention to detail and accuracy.

Skill in the use of standard office computer applications, including Microsoft Office, Excel and Adobe products.

Website and communication design

Skill in the use of Microsoft SharePoint

Policy analysis skills

Knowledge of research, data collection and quantitative analysis methods.

**Position Number:** 346

## **Communications Specialist**

Communications Specialist

State Agency: DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Division: Secretary's Office

Location: Madison

**Remote Work Eligible?:**

Expected Hours Per Week:

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 15

Duties of the Position: This position supports communication efforts through visual design and social media creation. The position will help establish a set of branding and creative direction standards for all print, visual and multimedia projects and work with divisions and teams throughout DSPS to build understanding and capacity in using those elements to create effective communication materials. The position will also inform social media strategy and create, independently and collaboratively, social media content. Finally, this position will support other communication efforts as needed.

Preferred skills and background: Knowledge and skill in developing visual content  
Knowledge and skill in developing social media content  
Considerable knowledge of and skill in graphic design and, ideally, in animation of graphic elements  
Knowledge and skill in development of communications materials  
Ability to translate written content to visual resources  
Skill and experience in using Adobe Creative Cloud  
Excellent oral and written communication skills  
Ability to develop visual communication materials for a large organization

Position Number: 402

# Student Intern - Consultant Building System

Student Intern - Consultant Building System

State Agency: DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Division: Division of Industry Services

Location: Green Bay

**Remote Work Eligible?: Dependent upon department requirements at time of employment**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 16

Duties of the Position: This position is responsible for providing administrative and field support to an assigned technical program(s) related to constructed environments and their components, whose staff provides commercial building inspection.

Preferred skills and background: • Knowledge of concepts, principles, and theories of engineering and their practical applications.

- Knowledge of generally accepted auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program audits.
- Knowledge of procedures for assessing, evaluating, and monitoring programs or projects for compliance with Federal laws, regulations and guidance.
- Ability to organize work, set priorities, and determine resource requirements; and strategies to achieve them.
- Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.
- Knowledge of the overall goals of the Department.
- Ability to speak effectively in public in explaining the Division's programs and to express ideas clearly and concisely, orally and in writing.
- Considerable knowledge of personnel management techniques required to organize work assignments, train and motivate staff and control progress of multi-year studies.



**Position Number:** 345

## **Technical Writer**

Communications Specialist

State Agency: DPI

Division: DLT/DWDS & CST

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 13.7

Hourly Rate Maximum: \$ 13.7

Duties of the Position: Provide documentation on DPI web pages to explain the most up-to-date data submission guidance. Develop and maintain application training materials for WISE applications, including e-learning courses, user guides, knowledge base articles, and webpages. Understand WISEdata, Ed-Fi Integration, and WISE applications. Recognize software or training issues impacting Wisconsin schools and determine documentation needs/gaps. Select appropriate medium for message or audience, such as manuals, videos, or e-learning. Standardize content across platforms and media. Revise documents as new issues and updates arise. Participate in WISE User Groups. Collaborate with the Customer Services Team and Data Warehouse & Decision Support Team for team projects, training, and general understanding.

Preferred skills and background: Strong written and verbal communication skills. Ability to work in a team environment, as well as independently. Prepare and maintain documentation and training materials. Ability to write about a technical, software system. Ability to grasp technical concepts and communicate with technical product owners and subject matter experts. Must have proficiency with Google suite.

**Position Number:** 347

## **Writing Internship**

Communications Specialist

State Agency: DPI

Division: OSS/EIS

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 13.7

Hourly Rate Maximum: \$ 13.7

Duties of the Position: Working with EIS staff to write press releases, editorials, talking points, and additional written communication for the agency.

Preferred skills and background: Experience/knowledge in journalism. Strong writing, verbal, and interpersonal communication skills. Strong general computer skills and knowledge of Microsoft programs. Detail-oriented and organized. Proactive approach to problem solving and ability to work and think independently. Knowledge of Education, specifically PK4-12 grades, and Government.

**Position Number:** 349

## **Communications Intern**

Communications Specialist

State Agency: DPI

Division: DLS/SE

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 13.7

Hourly Rate Maximum: \$ 13.7

Duties of the Position: Interview special education team consultants, district and school staff, and families and community members, to develop short articles about how DPI special education team projects are supporting students, families, and educators that can then be sent to our DPI EIS team for publishing through various DPI social media outlets and email lists. Review Special Education team DPI web pages for broken links and ensure citations and references are appropriately listed.

Preferred skills and background: Excellent writing and communication skills. Skills with interacting and interviewing diverse populations. Ability to summarize information to create a short article. Research skills. Ability to search and navigate web pages. Understanding of how to appropriately reference and make citations in documents and web pages. Strong time management skills.

**Position Number:** 350

# **Charter School Education Specialist**

Education Specialist

State Agency: DPI

Division: DFM/PEO

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 30

Hourly Rate Minimum: \$ 17.08

Hourly Rate Maximum: \$ 17.08

Duties of the Position: In consultation with supervisor and charter school staff, duties may include but are not limited to: sending survey to WI school districts for 2019-20 annual charter school report; assist with reviewing charter school contract renewal submissions; assist with federal charter school grantee monitoring preparation and monthly phone conferences; preparation for meeting of the state superintendent's advisory council on charter schools.

Preferred skills and background: Strong analytical skills and ability to identify and implement solutions. Attention to detail with high organization skills. Excellent spreadsheet and word processing skills; database skills a bonus. Excellent customer service skills. Knowledge of techniques of effective communication. Knowledge of current software applications including, but not limited to, the Microsoft Office Suite (including Word, Excel, and Access).

**Position Number:** 352

## **Multimedia Production Assistant**

Electronics Tech Media- intermediate

State Agency: DPI

Division: OSS/EIS

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 17.96

Hourly Rate Maximum: \$ 17.96

Duties of the Position: Under the supervision of the Director of Communications, work with the IS Technical Services Senior (Multimedia Specialist) to support the department through a variety of essential digital audio-visual media services and products to provide key communication products to the department to support internal and external communication and business needs.

Preferred skills and background: Knowledge of digital video production process from scheduling and planning projects, to recording and editing. Knowledge of still photography. Knowledge of Adobe Premiere Pro, Photoshop, AfterEffects, Audition, or similar software. Excellent Communication Skills. Flexible, collaborative, team-oriented individual who shows initiative and holds themselves accountable.

**Position Number:** 354

## **Web Page Intern**

IS Systems Dev Services Prof

State Agency: DPI

Division: DLT/ITS

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: up to 20

Hourly Rate Minimum: \$ 26.03

Hourly Rate Maximum: \$ 26.03

Duties of the Position: Assist with the maintenance and support of the DPI's intranet and Internet.

Preferred skills and background: Understanding and experience with the following would be helpful: PHP; vaScript/jQuery; CSS - styling of the site; Git; Drup

**Position Number:** 356

## **Forest Pest & Apiary Outreach Intern**

Plant Pest & Disease Specialist

State Agency: DATCP

Division: DARM Plant Protection Section

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 24 to 32

Hourly Rate Minimum: \$ 16.19

Hourly Rate Maximum: \$ 16.19

Duties of the Position: Under close supervision, with training provided, this part-time, seasonal LTE position is responsible for the development of information designed to reduce invasive forest pest threats, improve honey bee health and protect Wisconsin's pollinators. The position will work with subject matter experts to create materials used in outreach to consumers and Wisconsin's apiary, nursery, Christmas tree and forest products industries. This position will be responsible for promoting messages to reduce invasive pest spread, such as not moving firewood, and information from Wisconsin's Pollinator Protection Plan to Wisconsin apiarists, gardeners, and farmers, as needed. The position works closely with our Forest Pest Coordinator, Wisconsin State Apiarist, Apiary Inspectors, Public Information Officer and the Plant Protection Section Manager. Principal duties are creating and distributing high-quality outreach materials, including social media posts, videos, images, presentations, brochures, and factsheets; and writing articles on invasive species, pollinators and honey bee management. Some travel and field work required, such as staffing tradeshow or taking pictures during apiary and nursery inspections.

Preferred skills and background: \* Computer Skills (MS Office Suite: Word, PowerPoint, Excel, Outlook; Adobe; Paint)

\* Social Media coursework and experience with Facebook, Twitter, YouTube, Instagram, and / or Pinterest

\* Coursework in Media Studies, Marketing, Graphic Design, and / or Art

\* Coursework in Biology, Ecology, Natural Sciences (botany, entomology, horticulture)

\* Strong Verbal and Written Communications Skills

\* Ability to work Independently once trained

**Position Number:** 358

## **Forest Pest Survey Specialist**

Plant Pest & Disease Specialist

State Agency: DATCP

Division: DARM Pest Survey and Control

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16.19

Hourly Rate Maximum: \$ 16.19

Duties of the Position: This position is 80% field based and requires daily travel 3-4 days per week. The selected applicant should have a willingness to work outdoors under varying conditions and ability to drive 100+ miles per day. As a forest pest survey specialist the selected candidate will set and sample insect traps for 13 pine and oak infesting woodborer and defoliating pests of national significance. Traps will be set in trees in urban forested areas such as industrial parks, green spaces and port locations throughout southeastern Wisconsin. The survey specialist will communicate with private businesses and municipal staff to share survey objectives, seek trapping permissions and provide outreach materials. Biweekly visits will be made to trapping locations to collect trap samples and conduct visual surveys assessing tree health in the area.

Office based activities comprise 20% of the workload and include database entry of field collected survey data, survey and supply logistics planning and insect trap catch sample sorting in the laboratory. This position works closely with the DATCP forest entomologist and may assist other pest survey programs from time to time.

Preferred skills and background: Although not required the following list outlines useful skills and experience applicable to this position, or the ability to learn these tasks where training can be provided.

- Formal education or volunteer experience in the plant sciences, entomology, forestry, biology or ecology
- Experience with tree identification and/or insect trapping
- Experience with navigation and training in the use of GIS software, apps and GPS devices
- Knowledge of general laboratory practices
- Developed organizational skill set and attention to detail
- Strong verbal and written communications skills
- Ability to work independently once trained



Position Number: 351

# Weights and Measures Petroleum Support Specialist

Environmental Program Associate in Training

State Agency: DATCP

Division: TCP/BWM

Location: Madison

Remote Work Eligible?: N

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18

Hourly Rate Maximum: \$ 18

Duties of the Position: This position would be involved in learning the entire storage tank regulatory process from tank registration/permitting, fuel quality lab testing, field inspection to regulatory compliance. Under the supervision of the WM Management, this position is responsible for introduction to processing storage tank registration and permitting information in the Bureau of Weights and Measures storage tank section for three (3) weeks. The position works closely with, and serves as back-up to, the bureau's permanent licensing and permitting staff. Enter information from petroleum and hazardous liquid storage tank permit and registration applications into the department's CRM licensing and registration database. Contact applicants regarding missing information on license applications. Verify legal names of W&M license applicants with the Department of Financial Institutions. Perform compliance reviews regarding the submission of annual test reports as required. Filing, copying and other general office duties as assigned. One (1) week at the WI Fuel Quality lab learning fuel quality testing with the lab chemists. Then four (4) weeks shadowing a WMPSS field inspector and/or Field Supervisor while they conduct field inspections of petroleum storage tanks. Lastly four (4) weeks with a member of the the BWM compliance unit as they prepare higher level compliance cases / referrals and conduct compliance conferences.

Preferred skills and background: Considerable knowledge of computer software applications as well as accurate data entry skills.

- \* Effective oral and written communications. Incumbent is expected to have the skills to deal effectively with DATCP staff, the public and regulated industry.
- \* Ability to organize and prioritize work, including effective file and data management.
- \* Ability to work independently and meet work deadlines.
- \* Ability to use standard office equipment: calculator, multifunction copier, facsimile machine, and telephone.
- Ability to work outdoors in all weather conditions.

Position Number: 353

## **Conservation Reserve Enhancement Program Monitoring and Program Support**

EARS

State Agency: DATCP

Division: DARM/ Land and Water Resources Bureau

Location: Madison

**Remote Work Eligible?: Possible Occasional**

Expected Hours Per Week: Up to 40

Hourly Rate Minimum: \$ 16.19

Hourly Rate Maximum: \$ 16.19

Duties of the Position: In conjunction with program staff, schedule, conduct, and follow-up on field visits throughout the state to monitor Conservation Reserve Enhancement Program (CREP) easements. Update outreach and educational materials, including video-based tutorials for county staff. Scan CREP easement files.

Preferred skills and background: Natural resources major or significant coursework. Familiarity with GIS (at least one course or equivalent experience) and ability to use GPS equipment or willingness to learn. Ability to traverse rough terrain in all weather conditions. Ability to carry equipment weighing up to 50 pounds. Ability and willingness to travel throughout the state. Driver's license or ability to have transportation to travel.

**Position Number:** 355

## **Farmland Preservation**

EARs

State Agency: DATCP

Division: DARM BLWR Plans and Ordinances

Location: Madison

**Remote Work Eligible?: Some possible**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16.19

Hourly Rate Maximum: \$ 16.19

Duties of the Position: Process Farmland preservation agreements, update Farmland preservation program spatial data, support development/outreach related to cooperative agreements in Agricultural Enterprise Areas (AEAs), support program outreach in all aspects of the Farmland preservation program, develop and update informational content related to Farmland preservation program, compile system to track department Purchase of Agricultural Conservation Easements, assist with the preparation of Agricultural Impact Statements as required, research (Agricultural, Conservation, economic) siting considerationd for Agricultural lands as it pertains to the Farmland preservation and Agricultural Impact Statement Programs

Preferred skills and background: Ability to use computer programs including Microsoft Office Software, and working knowledge of Geographic Information Systems (GIS) and related software

- Knowledge/education related to principles, methods, and practices related to rural land use planning, farmland preservation and the implementation of similar conservation programs OR Knowledge/education related to soil and water conservation principles and practices
- Knowledge/ education related to information and outreach techniques, including ability to administer effective outreach programming

**Position Number:** 407

## **Farmer Mental Health Intern**

Office Operations Associate

State Agency: DATCP

Division: DAD Farm Center

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 0

Duties of the Position: Under the general supervision of the Farm Center Supervisor, this position will provide administrative support for farmer mental health programming within the Farm Center of the Division of Agricultural Development. This person will serve a diverse population of farmers with programs and services related to farmer mental health including coordination assistance and administrative support.

The position requires some interaction with internal and external stakeholder collaboration across the state. (e.g. UW Extension, state agencies, county contacts, agricultural organizations, etc.). Good communication skills are required, some marketing skills are also desirable.

Primary job duties include administrative support of farmer mental health programming and initiatives, including event coordination following state procurement requirements.

Communications activities, as well as general Farm Center support are also duties of this position. This work requires organizational skills as well as independent decision making and discretion.

Preferred skills and background: 1. Effective administrative and organizational skills, including file/case management and tracking.

2. Effective interpersonal skills, including interaction with the public.

3. Effective written and oral communications skills.

4. Ability to coordinate group or team activities, engage in problem solving, and work effectively with diverse groups.

5. Knowledge of farming, including the unique needs of farm family businesses is desirable.

6. Basic knowledge of program development, administration and evaluation.

7. Knowledge of common computer software applications and technology (e.g., Microsoft Office applications).

8. Effective administrative skills, including file/case management and tracking.

**Position Number: 348**

## **Engineering Intern**

Student Intern - Trainee

State Agency: PSC

Division: Division of Energy Regulation & Analysis

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 16

Hourly Rate Maximum: \$ 16

Duties of the Position: This position provides engineering assistance and technical assistance to engineers in the Engineering Unit to support agency staff. Primary responsibilities include supporting the lead staff engineer in reviewing and analyzing the cost, need, and prudence of electric utility investments. Other responsibilities that this position will assist with include: special investigations into technical matters related to utility construction, reliability, efficiency, economics, and safety; analysis of electric system plans; performing power system simulation modeling; reviewing fuel plans; investigating customer complaints and inquiries of a technical nature; assisting in developing and maintaining analytical tools and databases; and assisting with the development and implementation of agency goals and objectives.

Preferred skills and background: 1) Ability to acquire and use knowledge of applicable statutes, rules, Administrative Codes and Electrical Code.

2) Development of knowledge of engineering theories and principles as related to the planning, design, construction, and operation of electric utility facilities; electric metering; and power generation, transmission, and distribution systems.

3) Working knowledge of Uniform System of Accounts requirements for plant investment, contributions in aid of construction, salvage, removal cost, and depreciation.

4) Working knowledge in the use of a variety of specialized engineering analysis and modeling applications.

5) Development of knowledge of the theory and application of engineering economics as it relates to electric utility systems and operations.

6) Skill at using standard office computer software, including spreadsheets, databases, and word processing software.

- 7) Skill in analyzing and summarizing quantitative data.
- 8) Ability to communicate effectively both in writing and verbally in a clear, concise, and correct manner.
- 9) Ability to establish and maintain effective working relationships with managers, co-workers, subordinates, utility representatives, stakeholders, other governmental agencies and organizations, and the public.
- 10) Ability to perform under pressure and within established deadlines, while managing multiple tasks and responsibilities.

**Position Number:** 357

## **Energy Project Coordinator**

Operations Program Associate

State Agency: PSC

Division: Div of Digital Access, Consumer and Environmental Affairs

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 10 to 20

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 16

Duties of the Position: The project coordinator will primarily help support several projects within the Office of Energy Innovation during the internship term, with the possibility to support other areas within DACEA. These projects align with work objectives that our teams are managing.

Focus on Energy Database project management and testing. The intern will provide project management support for the product manager and help with coordination of team schedules, note taking and milestone development. This work will also involve testing and support for the program teams.

Preferred skills and background: Extensive working knowledge of Microsoft Word, Excel and Access programs.

Ability to establish and maintain effective working relationships with staff, governmental agencies, and private stakeholders.

-Ability to plan and organize own work activities, work independently, and exhibit job responsibility.

-Effective team skills: exceptional customer service skills and effective interpersonal skills.

**Position Number:** 359

## **Content Evaluator/Creator**

Communications Specialist

**State Agency:** PSC

**Division:** Div of Digital Access, Consumer and Environmental Affairs

**Location:** Madison

**Remote Work Eligible?:** Y

**Expected Hours Per Week:** 10 to 20

**Hourly Rate Minimum:** \$ 15

**Hourly Rate Maximum:** \$ 15

Duties of the Position: The Content Evaluator/Creator will support DACEA by reviewing, upon assignment and by project, division outreach materials, web content, reports, and other resources. The Content Evaluator/Creator will review the language, file type and format, check links, naming conventions, and relevance of graphics and design, as well as location or channels used for delivery to the public. The Content Evaluator/Creator will then suggest updates to resources to improve communication, update content, or increase relevancy of format or channels used. The Content Evaluator/Creator will also be asked, upon assignment, to create new reports, infographics, web or newsletter content, or other materials.

Preferred skills and background: Extensive working knowledge of Microsoft Word, Excel and Access programs.

-Ability to establish and maintain effective working relationships with staff, governmental agencies, and private stakeholders.

-Ability to plan and organize own work activities, work independently, and exhibit job responsibility.

-Effective team skills: exceptional customer service skills and effective interpersonal skills.



**Position Number:** 344

## **Water Data Scientist**

Public Utility Rate Analyst

State Agency: Public Service Commission

Division: Division of Water Utility Regulation & Analysis

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 10 to 40

Hourly Rate Minimum: \$ 18.69

Hourly Rate Maximum: \$ 18.69

Duties of the Position: this position assists with implementation of the Public Service Commission's (PSC) statewide water utility regulatory program. The PSC works to ensure the state's 578 drinking water utilities have the financial capacity necessary to deliver safe, reliable drinking water in a sustainable, affordable, environmentally responsible and equitable manner. In order to carry out its regulatory responsibilities, the PSC collects financial and operational data from water utilities annually. This position will help analyze data to assist with a variety of regulatory priorities within the Division. Assigned tasks will vary depending on the selected applicant's skills and interests.

Preferred skills and background: • Classes, coursework, or work experience in data science/data analysis, statistics, public administration, public policy, economics, accounting, civil engineering, law, or a related field

- Demonstrated experience developing Microsoft Excel spreadsheets and Microsoft Access database queries to analyze large data sets
- Interest or experience in public utility regulation, data science, or public administration and policy analysis
- Excellent verbal and written communication skills
- Good organizational skills
- Ability to analyze complex information in a logical manner to reach independent conclusions

**Position Number:** 404

## **Policy Intern**

Employee Benefit Plan Policy Advisor - Entry

State Agency: EMPLOYEE TRUST FUNDS

Division: Office of Strategic Health Policy

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18

Hourly Rate Maximum: \$ 18

Duties of the Position: Support the Office of Strategic Health Policy (OSHP) in developing an outreach and engagement strategy for the Group Insurance Board's social determinants of health initiative. Work closely with the lead policy advisor and health program manager to define group(s) to be worked with, subject matter of highest importance, and a strategy for meaningful engagement that will result in lasting partnership and program change.

Preferred skills and background: Experience with MS Office Suite (Word, Teams, Outlook, etc.) Experience with customer service, community outreach, or other supportive roles

**Position Number:** 406

## **Data Management Specialist**

IS Data Services Professional

State Agency: EMPLOYEE TRUST FUNDS

Division: Div of Management Services/ Data Management Bureau

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 23

Hourly Rate Maximum: \$ 25

Duties of the Position: Data is one of ETF's most valuable assets and we strive to become a more data-literate and data-driven organization! This person hired for this position would help to develop ETF's data warehouse for BI and analytics as part of our Data Management Program within a larger modernization initiative. They would participate on the data management team and work with a small group of developers using an agile approach. This project implements a data lake architecture with raw, refined, and modeled zones and some integration with an MDM solution. This position should also perform the following duties: Analyze data sets, draw conclusions and relationships, and perform data reconciliation; Design, build, and test data mappings through Extract, Transform, Load (ETL); Define, develop, and perform testing of data and reports provided to ensure high quality deliverables.

Preferred skills and background: Candidates should have experience with SQL, complex data sets, data modeling concepts, data warehouse design concepts, and BI/analytics concepts. Ideal candidates would have experience with an ETL tool. ETF technologies used are Alteryx, SSIS, SQLServer (data warehouse), DB2 (operational), Python, and Tableau.

**Position Number:** 408

## **Business Operations Analyst**

Records/Forms Management Specialist

State Agency: EMPLOYEE TRUST FUNDS

Division: Div of Management Services

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 18.69

Hourly Rate Maximum: \$ 20

Duties of the Position: Assist the Division of Management Services (DMS) Deputy Administrator in creating and implementing an updated Records Unit Operations Model that is both internal and customer-centric and aligned with changes in business process changes and features and capabilities offered by a new modern Enterprise Content Management System. This includes assistance in planning and executing change management activities with affected staff.

Preferred skills and background: Communication and interpersonal skills

Attention to detail

-knowledge of research methods

-Ability to facilitate meeting discussions and document minutes

**Position Number:** 401

## **Licensing Specialist**

Licensing Program Specialist in Training

State Agency: DEPARTMENT OF CHILDREN AND FAMILIES

Division: DECE/BECR/SRO

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 20.38

Hourly Rate Maximum: \$ 20.38

Duties of the Position:

Support for agency responsible for licensing and regulation of child day care in Wisconsin

Modernization of Office Procedures

Data Analysis

Policy Analysis

Assist with Maintaining unit fleet

Assist with unit projects

Preferred skills and background: Knowledge of computers and technology systems.

**Position Number:** 403

## **Quality Assurance Specialist**

Quality Assurance Program Specialist

State Agency: DEPARTMENT OF CHILDREN AND FAMILIES

Division: DECE/BOP

Location: Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: 40

Hourly Rate Minimum: \$ 25

Hourly Rate Maximum: \$ 27

Duties of the Position: Support for agency responsible for early childhood care and education. This internship position will perform duties consistent with the quality assurance (QA) specialists in the Bureau of Operations and Planning (BOP). The QA duties will include but not limited to data tracking and analysis, responding to internal staff inquiries and developing training materials.

Preferred skills and background: Knowledge of Microsoft office software (Outlook, Word, Excel)  
Ability to interpret written regulations, rules, and statutes  
Strong interpersonal skills,  
Attention to detail and understanding of prioritization techniques

**Position Number:** 405

## **Legal Associate**

Legal Associate

**State Agency:** DEPARTMENT OF CHILDREN AND FAMILIES

**Division:** Secretary's Office

**Location:** Madison

**Remote Work Eligible?:** Y

**Expected Hours Per Week:** 30 to 40

**Hourly Rate Minimum:** \$ 19.54

**Hourly Rate Maximum:** \$ 19.54

Duties of the Position: This position offers experience in a wide range of activities related to legal issues involving children and families. The intern will work with DCF attorneys to consult with and advise DCF clients in legal matters: meeting with Office of Legal Counsel (OLC) attorneys and clients, researching and analyzing legal issues, formulating advice, and drafting advisory documents. The intern will work with DCF attorneys to represent DCF in administrative hearings: participating in strategy and case preparation meetings with OLC attorneys and paralegals, reviewing cases for settlement potential, preparing exhibits and witness questions, attending administrative hearings conducted by the Wisconsin Division of Hearings and Appeals ("DHA"), and drafting documents for submission to DHA. The intern also will review public records request, gather and review responsive documents, and prepare responses to public records requests.

Preferred skills and background: Interest in legal issues pertaining to children and families. Legal research training and skills, including Westlaw and other electronic research tools. Legal writing training. Completion of first year of law school. Ability to problem solve and work autonomously. Background in social services to children and families, child care, or related subjects would be helpful but not necessary.

**Position Number:** 409

# **Child Support Communciations Specialist**

Communications Specialist

State Agency: DEPARTMENT OF CHILDREN AND FAMILIES

Division: DFES/ Child Support

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 24.56

Duties of the Position: Support the work of the Division of Family and Economic Security (DFES). The position develops, implements, and evaluates communications and outreach materials, web and social media content to ensure payees and payers of child support, employers, legislators, and other government officials, as well as the public receive accurate, timely, and consistent information regarding Wisconsin's Child Support Program. This position works under general supervision in the Communications section with oversight by the Communications Section Manager.

Preferred skills and background:

1. Advanced interpersonal and written and verbal communications skills and effective communications with a wide range of diverse individuals.
2. Knowledge of web and social media platforms, techniques, standards and strategies
3. Considerable ability to proofread and edit public awareness and other communications including brochures and social media content for the public.
4. Proven ability to communicate effectively, both verbally and in writing, including the ability to summarize information on complex subjects for a wide variety of audiences both internal and external to the Division.
5. Proven ability to write in a clear, concise, and grammatically correct manner.
6. Thorough and experienced ability to summarize and condense large amounts of information into clear and concise written documents.
7. Skill in negotiating agreements and developing compromise among diverse and often conflicting perspectives.
8. Customer service skills.
9. Knowledge of graphic design techniques
10. Research and analysis skills.
11. Knowledge of new and effective customer service technology and delivery systems.



**Position Number: 411**

## **Data Management Intern**

IS Professional in Training

State Agency: DEPARTMENT OF CHILDREN AND FAMILIES

Division: DMS/Business Intelligence

Location: Madison  
**return to office**

**Remote Work Eligible?: Yes for now, may need to**

Expected Hours Per Week: 20 to 40

Hourly Rate Minimum: \$ 22.1

Hourly Rate Maximum: \$ 22.1

Duties of the Position: This position is being requested to continue this valuable program and assist the Department's Business Intelligence Section with entry level data management, data management training activities and documentation. We are looking for someone to assist in improving our current data asset management and implementation of a new tool to DCF in an effort to expand agency knowledge of current DCF data systems.

This individual would work closely with the Section's Data Management Team on efforts involving data management initiatives including the Collibra implementation, data asset approval workflows, end user training, and data management strategies. Qualified applicants should have a background or interest in data governance, data management or data analysis. Interested applicants must be able to demonstrate excellent organizational skills, attention to detail, ability to work independently as well as in a large team, and can easily grasp new concepts and tools.

Preferred skills and background: • Working collaboratively with the Data Management Team to import, validate, and guide the approval process for Collibra data assets.

- Test and debug data assets loaded for inconsistencies or anomalies.
- Create and edit workflows, including controls and security.
- Analyze design of Collibra for business process.
- Create validation rules for data assets.
- Assist with Collibra training for end users.
- Opportunity to take Collibra courses and get certified with Collibra University.
- Assist with Data Management documentation and future data management project planning.

**Position Number:** 413

# **Child Welfare Communication Specialist**

Communications Specialist

State Agency: DEPARTMENT OF CHILDREN AND FAMILIES

Division: DSP/AO

Location: Madison

**Remote Work Eligible?: Y**

Expected Hours Per Week: 30 to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 24.56

Duties of the Position: Review of the Division of Safety and Permanence (DSP) child welfare worker web portal and develop a plan to improve the information/content, format, style, organization and availability of resources for child welfare workers. Interact stakeholders through focus groups, meetings, and other stakeholder events to inform targeted web and communication efforts.

Preferred skills and background: 1. Ability to prioritize and manage projects

2. Knowledge of outreach and promotions, website management, and editing printed and online social media publications

3. Ability to be a critical and strategic thinker

4. Ability to design, plan, and manage effective public information/communication campaigns and programs

5. Knowledge and skill in verbal and written communications including presentation of complex, technical or sensitive information

**Position Number:** 437

## **Office Associate Intern**

Office Associate Intern

State Agency: DEPARTMENT OF CHILDREN AND FAMILIES

Division: SO/Office of Urban Development

Location: Milwaukee

**Remote Work Eligible?: Y**

Expected Hours Per Week: 20

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This intern will support the day to day operations of the Office of Urban Development (OUD) in the Department of Children and Families (DCF). This person will provide virtual front desk support services. Primary duties of this position include supporting the office Director with administrative functions within Microsoft Office Suite, assist with scheduling, proofreading OUD reports, helping to coordinate OUD internal and external meetings, attending community meetings, and data entry.

Preferred skills and background: Required Qualifications:

- Ability to work independently and as part of a team
- Comfortable working virtually and interacting with staff from a variety of programs.
- Strong verbal and written communication skills, and knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and the Internet.

Preferred Qualifications:

- Prior customer service experience

**Position Number:** 415

## **Victim Services Grant Support Specialist**

Community Services Technician

State Agency: DOJ

Division: Office of Crime Victim Services

Location: Madison

**Remote Work Eligible?: Yes but may need to work in office if DOJ returns to in-office**

Expected Hours Per Week: Up to 40

Hourly Rate Minimum: \$ 15

Hourly Rate Maximum: \$ 18

Duties of the Position: This position will provide administrative and professional support for the operation of the Victims of Crime Act (VOCA) grant activities and program planning in the Office of Crime Victim Services. Responsibilities include but are not limited to: assisting with a funding strategy for the VOCA grant program; creating needs assessments; creating and disseminating application materials; coordinating the preparation of funding announcements; tracking and maintaining grant information in the database; and grant monitoring. The person in this position provides support such as researching issues, evaluating program progress and managing data for the members of the Grants Management Team.

Preferred skills and background: Knowledge of victim services or related field; excellent computer skills including all Microsoft Office programs; experience with data, research and information gathering; ability to prioritize and organize multiple tasks and requests for assistance; strong written and verbal communication skills are required; good customer service skills.

