

# State of Wisconsin Student Diversity Internship Program Position Catalog

ALL AVAILABLE POSITIONS FOR SUMMER 2022

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 2022. 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 position number and working title of the position is listed in large letters at the top of the posting and the top right header of the page. You will refer to this position number and title when applying for your position(s).
- 3.) **\*\*Pay attention to the “Preferred Knowledge, Skills, & Abilities (KSA’s)” of the positions you are interested in. Copy and paste these KSA’s into a separate document as you gather the positions you wish to apply to. You will speak to your experience in those KSA’s as part of your application. You will also need to copy and paste the duties of the positions you are interested in.**
- 4.) **Remember to pay attention to whether the position is Remote Work Eligible. Remote work positions will allow you to conduct some or all the duties from home or another approved location!**
- 5.) You can apply to up to five different opportunities through your single application. You only need to upload one resume for your application.
- 6.) 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 **January 21st, 2022**. 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 [doadpmbel@wisconsin.gov](mailto:doadpmbel@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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## Dept. of Agriculture, Trade & Consumer Protection (DATCP)

### Position 115101: Consumer Protection Investigator Intern

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Trade and Consumer Protection

**Location:** Madison

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 20

**Pay Range:** \$18 - \$18

#### **Job Description and Duties:**

Screen, process and mediate written complaints related to disputes between consumers and businesses. Interact with the general public, businesses, other state agencies, law enforcement officials and attorneys. Conduct outreach educating consumers and the business community on Wisconsin's consumer protection laws. Research alleged violations of Wisconsin's consumer protection laws. Assist consumers in recovering their losses and assist businesses in complying with state laws. Assist with dissemination of consumer protection information through telephone inquiries and in person. Utilize Microsoft Office Suite and complaint database for email and production of correspondence, reports and fact sheets.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Strong oral and written communication skills. Ability to maintain confidentiality in a regulatory environment. Excellent organizational and interpersonal skills. Ability to understand laws, rules, and policies and relate them to specific situations. Interest in consumer protection and complaint mediation. Coursework in issues, information and legislation related to consumer protection. Self-motivated, willing to take on new challenges, and works effectively with others

## Position 115102: Land and Resource Management Intern

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Div. of Agriculture Resource Management

**Location:** Madison

**Eligible for Remote Work:** Some possible

**Expected Hours Per Week:** 40

**Pay Range:** \$16.19 - \$18.69

### **Job Description and Duties:**

Process farmland preservation agreements, update farmland preservation program spatial data, run spatial land use analysis for elements of the Farmland Preservation Program, 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 impacts (agricultural, conservation, economic) of solar siting on agricultural lands as it pertains to the Farmland Preservation and Agricultural Impact Statement Programs, contribute to documenting Land and Water Resource Management annual work plan implementation.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

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 115103: Conservation Compliance intern

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Div. of Agriculture Resource Management

**Location:** Madison

**Eligible for Remote Work:** Some possible,  
not regularly

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

**Pay Range:** \$16.19 - \$18.69

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 115104: Weights and Measurements Petroleum Support Specialist

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Div. of Trade and Consumer Protection

**Location:** Madison

**Eligible for Remote Work:** Limited

**Expected Hours Per Week:** 40

**Pay Range:** \$18 - \$18

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

- \* 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 DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION 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 115105: Financial Specialist Senior

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Div. of Management Services

**Location:** Madison

**Eligible for Remote Work:** No

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

**Pay Range:** \$19.54 - \$19.54

### **Job Description and Duties:**

A. Maintain and Set up suppliers and customers in the State's Accounting System

A1. Request DOA to set up new customers and maintain existing customers such as adding additional locations upon request from Bureau of Finance or program divisions.

A2. Review supplier set up and maintenance requests from program division, verify necessary documentation are accurate and complete, and submit requests to DOA.

A3. Communicate timely with the requestors regarding the status of their requests.

B: Perform purchasing card (Pcard) auditing

B1. At a bi-weekly basis, run Pcard report to ensure required receipts are attached.

B2. Audit Pcard transactions to ensure compliance with the state policy and procedures.

B3. Follow up with staff and/or supervisors for missing documentation or questionable charges.

C: Assist in the daily lockbox documents sorting and posting

C1. Print payment copies and other documentations received in the Department's electronic lockbox, sort according to programs, scan and post to the Department's intranet for program staff to view.

C2. Scan, sort and post payment copies and other documentations received in the Department's manual lockboxes to the Department's intranet for program staff to view.

C3. Provide information to Department staff on financial system accounts to use on charge-backs, fleets, supplies and purchases.

D: Assist with processing Accounts Payable Vouchers

D1. Audit, code, and process for payment invoices using PeopleSoft - the state's accounting system.

D2. Ensure payments have necessary staff approvals before processing for payment.

D3. Assure invoices are paid within 30 days, as required by the prompt payment law.

D4. Mail vendor checks with required documentation.

E: Performance of additional financial tasks for the work unit.

E1. Design and implement tables, forms, spreadsheets and analytical reports as directed.

E2. Attend and actively participate in Bureau of Finance staff meetings.

E3. Provide back-up services for other staff in the Bureau of Finance, including phones, mail sorting, processing transactions, etc.

E4. Perform other duties as assigned.

**Preferred Knowledge, Skills and Abilities (KSA's):**

1. Considerable ability to effectively communicate orally and in writing.
2. Knowledge of purchase orders, invoices and related transactions.
3. Knowledge and/or experience in generally accepted accounting principles.
4. Knowledge of pre-auditing and auditing techniques.
5. Ability to use electronic financial systems. Working knowledge of the state's accounting system, PeopleSoft.
6. Effective organizational skills.
7. Strong knowledge of MS Office Suite (e.g. Microsoft Word, Excel, PowerPoint) and SharePoint.
8. Working knowledge of state purchasing guidelines and procedures.
9. Knowledge of basic accounting, auditing, and bookkeeping methods.
10. Knowledge of diverse funding sources including Program Revenue (PR), Segregated Funds (SEG), Federal Funds (FED) and General Program Revenue (GPR)

## Position 115107: Plant Pest and Disease Specialist

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Div. of Agriculture Resource Management

**Location:** Madison

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$16.19 - \$16.51

### **Job Description and Duties:**

This position is split between the field (50%) and laboratory (50%). As a field technician the selected candidate will work with the DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION forest entomologist to conduct insect and plant health surveys for regulated Insect pest species using visual and trapping survey techniques. Surveys will be conducted along transportation corridors and in urban forested areas such as industrial parks, green spaces and port locations throughout southeastern Wisconsin. Daily travel to field sites will be required 1-2 days per weeks. The selected applicant should have a willingness to work outdoors under varying conditions and ability to drive 100+ miles per day.

As a laboratory technician this position will work closely with DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION plant pathologists to prepare culture media and buffer solutions; enter data into spreadsheets and databases; organize plant samples and survey materials; assist with plant disease surveys and inspections; and prepare plant samples for disease diagnosis. The selected applicant should have a willingness to work in a laboratory setting where hazardous chemicals are present. This position is based out of the Plant Industry Bureau Laboratory in Madison

### **Preferred Knowledge, Skills and Abilities (KSA's):**

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, biology, ecology, entomology or plant pathology

- Experience with plant identification
- Knowledge of general laboratory practices and standard operating procedures (SOP's)
- Ability to use software such as Word, Excel, Power Point, Access, etc.
- Developed organizational skill set and attention to detail
- Strong verbal and written communications skills
- Ability to work independently once trained



## Position 115108: Licensing and Complaint Analyst

**Agency:** DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

**Division:** Div. of Food and Recreational Safety

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$20 - \$20

### **Job Description and Duties:**

This position provides regulatory, technical, and administrative assistance to the Bureau. Responsibilities include participating in the review, revision, development and implementation of policy, procedures, and metric measurement for licensing workflows; complaint intake and response; analysis of program productivity; and general program evaluation regarding regulatory compliance. Under general supervision, the position is responsible for data entry and customer service responses as it pertains to new license inquiries, complaints received by the public, and new and renewal applications of industry partners. The position will also be responsible for researching, developing, and providing training on Bureau complaint and license processes. The position assists management and senior staff with analysis of Internal Operations Staff workloads, response capabilities and resource needs, data entry and analysis, and evaluation of program effectiveness.

This position is responsible for monitoring statewide complaint activities by ensuring that case files and data are accurate, up-to-date, and accessible in order to verify and monitor inspection and compliance activities related to the complaints. The position evaluates and develops data quality assurance standards and internal controls to ensure compliance with state laws, agency standards, and grant deliverables.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- A. Analytical skills, including effective planning and organization
- B. Ability to prioritize projects and meet deadlines in a changing work environment
- C. Ability to learn and maintain knowledge of Wisconsin laws, statutes, and rules
- F. Ability to effectively communicate orally and in writing with a variety of internal and external parties
- G. Knowledge of word processing, spreadsheets, and the ability to learn computer based data programs
- H. Effective written ability to prepare related program reports for use by other parties
- I. Mathematical skills

J. Ability to take initiative to identify projects, tasks, or other activities that will further the Bureau's goals and obtain an appropriate level of support and complete the activity in a timely manner

## Department of Children and Families (DCF)

### Position 437101: Program and Policy Analyst

**Agency:** DEPARTMENT OF CHILDREN AND FAMILIES

**Division:** Div. of Family and Economic Security

**Location:** Madison, Green Bay, or Milwaukee

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$18.69 - \$18.69

#### **Job Description and Duties:**

Under the direction of the Section Manager of the Bureau of Working Families (BWF) TANF Policy Section and in collaboration with other program and policy analyst, this position is responsible for assisting in policy analysis, program planning, program review, and policy procedure development for work programs for low-income individuals and families. This position is responsible for assisting other staff to research specific issues or projects assigned to the section. Assignments require analysis using program policy and operations as to resolve conflicting objectives in the development of new policies and programs. Review of federal and state laws, regulations and rules, the practical administrative needs of W-2 agencies, and the potential impacts on the automated system will be used to determine recommendations and next steps.

This position is in the Bureau of Working Families (BWF), The Bureau of Working Families (BWF), in the Division of Family and Economic Security (DFES), administers the Wisconsin Works (W-2) and related programs [Emergency Assistance (EA), Job Access Loans (JALs), Contracted Child Care and Refugee Cash Assistance], subsidized employment [Transform Milwaukee Jobs (TMJ) and Transitional Jobs (TJ) programs], and other workforce initiatives funded through the federal Temporary Assistance for Needy Families (TANF) block grant. The Bureau also administers Community Services Block Grant (CSBG) funds, other TANF funded contracts providing a variety of services to low income adults and youth, and Office of Refugee Resettlement funds to assist Wisconsin's refugee families

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Assist other section staff in the identification and analysis of issues, that require the development of policies and procedures, propose changes based upon review and analysis. Participate in workgroup reviews of program policy requirements and the development of procedures to facilitate effective program implementation. Assist in the preparation of written policy materials in clear, concise, and grammatically correct language for use by program and

contractor staff. Proven ability to communicate effectively, both verbally and in writing, and, including the ability to summarize large amounts of information on complex subjects in broad policy and programs areas for a wide variety of audiences both internal and external to the Division.

## Position 437102: Child Support Communications Specialist

**Agency:** DEPARTMENT OF CHILDREN AND FAMILIES

**Division:** Div. of Family and Economic Security

**Location:** Statewide

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 30

**Pay Range:** \$17 - \$24.56

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

Education and/or experience in written and verbal communications and communicating effectively for a wide variety of audiences. Training and/or experience in Microsoft Publisher, PowerPoint, WORD, and Excel. Desire to learn, contribute and share your viewpoints with the Communications Section.

## Department of Military Affairs (DMA)

### Position 465101: Hazard Mitigation Planning Specialist

**Agency:** DEPARTMENT OF MILITARY AFFAIRS

**Division:** Div. of Emergency Management

**Location:** Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$20 - \$24

#### **Job Description and Duties:**

This position will help build web-based outreach of the State Hazard Mitigation Plan. Currently, our plan is a static, text-based document. Our desire is to build a web-based product that shares the information in the State Hazard Mitigation Plan and also generates interest in the funding opportunities and helps connect our mitigation program with communities and members of the public. This position will also assist the Hazard Mitigation program with community outreach and education regarding the State Hazard Mitigation Plan and planning priorities. The position will build the concept for how the plan will be shared online, and if possible, can develop the website as well, if the intern has the appropriate skills and abilities.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Education in Urban and Regional Planning and/or Hazard Mitigation Planning; interest or education in climate change/resiliency; writing skills; communication skills; interest or education disaster recovery;

Above and beyond qualifications: website development

## Position 465102: HR Generalist Intern

**Agency:** DEPARTMENT OF MILITARY AFFAIRS

**Division:** State Human Resources

**Location:** Madison

**Eligible for Remote Work:** Possibly, up to 1  
day per week

**Expected Hours Per Week:** 20-30

**Pay Range:** \$20

### **Job Description and Duties:**

This positions will act as a human resources generalist position and take on wide variety of related human resources programs, including labor relations, employee assistance programs, affirmative action and equal employment opportunity, training, and FMLA.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of state and federal affirmative action laws and guidelines.

Knowledge of state affirmative action and equal employment opportunity recruitment strategies.

Knowledge of FMLA

Ability to establish and maintain effective working relationships with co-workers, departmental managers, the general public and personnel of other agencies.

Knowledge of adult training principles, methods and techniques.

Knowledge of employment relations, grievance and arbitration processes.

## Department of Natural Resources (DNR)

### Position 370101: Water Resources Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Environmental Management

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

#### **Job Description and Duties:**

The Water Resources Management (WRM) intern 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 projects to protect and restore Wisconsin waters. Intern will be working as a team with other water quality staff in the field 2-3 days per week. Occasional overnight travel. Office work will primarily consist of entering field data into the Department's water quality database, as well as preparing maps, sampling equipment, and data forms and organizing water quality samples and plant vouchers. Office work may also include orientation to and tasks involving the use of scientific data and processes for water quality protection, i.e., use of water quality standards to set goals for the waterbody, compiling and interpreting field data to assess the condition of Wisconsin waters, developing restoration plans, etc.

In addition, the WRM intern will participate with other interns in the Environmental Management Division exploring the variety and depth of careers represented within the Division. This "career discovery" experience will entail field trips, panel discussions, shadowing and mentoring, and an independent project. Applicants will be invited to propose a specific area of interest that they are interested in exploring as part of the recruitment process.

60% Assist with field work (lake and stream water quality and biological sampling, wetland and vegetation surveys, habitat assessment) and preparing and maintaining field equipment, forms, vouchers, etc., as well as office tasks involving the use of scientific data and processes for water quality protection.

20% Participate in various "career discovery" opportunities being coordinated by the EM Division, as part of an overall diversity fellowship program.

20% Develop and pursue an independent project to address a priority need within the Water Resources program.



**Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

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. Demonstrated capacity to learn and apply new skills and see things through to completion.

Preferred qualifications:

Taxonomic ID skills, some familiarity with native Wisconsin flora, especially in wetlands and lakes; prior experience collecting water samples or conducting field work helpful but not required.

## Position 370102: Park Maintenance - Big Bay State Park

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** LaPointe (Big Bay State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$12

### **Job Description and Duties:**

On the eastern side of Madeline Island, the largest of the Apostle Islands archipelago, Big Bay State Park features picturesque sandstone bluffs along 4 miles of Lake Superior shoreline. The park also has a 1-mile boardwalk, sandy swimming beach, hiking trails, large family campground and two group camps. A short ferry ride from Bayfield to Madeline Island is needed to reach the park.

As a Laborer at Big Bay State Park, you will have the unique opportunity to work at one of the few island properties in the State Park System! Laborers play a critical role in maintaining this popular park by maintaining and cleaning park buildings and grounds, trail maintenance and repairs, and assisting with the development and implementation of new amenities and park facilities.

45% Mow grass. Pick up litter. Clean beach areas, restrooms, campfire rings and picnic grills. Remove trees and brush.

25% Perform general maintenance duties. Develop and maintain trail surfaces. Install signs. Haul garbage, paint grills and picnic tables.

15% Perform minor plumbing and electrical duties.

15% Operate vehicles and light equipment.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Knowledge, skills and experience of general maintenance operations
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred Qualifications:

- Building/facility or repair maintenance experience
- Knowledge/experience in trail maintenance and construction.
- Experience with Commercial mowers, UTVs, and power ha

## Position 370103: Park Maintenance - Copper Falls State Park

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** Mellen (Copper Falls State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$12

### **Job Description and Duties:**

Ancient lava flows, deep gorges and spectacular waterfalls make Copper Falls State Park one of Wisconsin's most scenic parks. Log buildings built by the Civilian Conservation Corps in the 1930s add to the park's charm. The park offers camping, hiking, bicycling, picnicking, fishing and swimming opportunities in Loon Lake. The 1.7-mile Doughboy's Nature Trail, along the Bad River, is one of the best hikes in Wisconsin. The rich history at Copper Falls has put it on the National Register of Historic Places. This position will be critical in supporting the park, maintaining facilities and historical structures, trail work and construction, and special projects. There is no housing on site.

45% Mow grass. Pick up litter. Clean beach areas, restrooms, campfire rings and picnic grills. Remove trees and brush.

25% Perform general maintenance duties. Develop and maintain trail surfaces. Install signs. Haul garbage, paint grills and picnic tables.

15% Perform minor plumbing and electrical duties.

15% Operate vehicles and light equipment.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Knowledge, skills and experience of general maintenance operations
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Preferred Qualifications:

- Building/facility or repair maintenance experience
- Knowledge/experience in trail maintenance and construction.
- Experience operating commercial mowers, tractors, and UTVs

## Position 370104: Visitor Services Associate - Big Bay State Park

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** LaPointe (Big Bay State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$11

### **Job Description and Duties:**

On the eastern side of Madeline Island, the largest of the Apostle Islands archipelago, Big Bay State Park features picturesque sandstone bluffs along 4 miles of Lake Superior shoreline. The park also has a 1-mile boardwalk, sandy swimming beach, hiking trails, large family campground and two group camps. A short ferry ride from Bayfield to Madeline Island is needed to reach the park.

Visitor Services Associates are the front line staff that park visitors first see when visiting the park, and are the first point of contact for park information and the sales of park admission passes.

Housing may be available at this location.

50% Greet visitors, collect and account for fees and disseminate information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems.

25% Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability.

15% Distribute brochures, maps and provide directions/routes of travel throughout the park; inform visitors of potential safety hazards.

10% Issue admission receipts in accordance with established guidelines.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.
- Experience with Cash registers, credit card terminals, and point of sales equipment.

Preferred Qualifications:

- Ability to communicate effectively with co-workers and public
- Customer service and cash handling experience
- Knowledge and experience working with computers

## Position 370105: Visitor Services Associate - Copper Falls State Park

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** Mellen (Copper Falls State Park)

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$11

### **Job Description and Duties:**

Ancient lava flows, deep gorges and spectacular waterfalls make Copper Falls State Park one of Wisconsin's most scenic parks. Log buildings built by the Civilian Conservation Corps in the 1930s add to the park's charm. The park offers camping, hiking, bicycling, picnicking, fishing and swimming opportunities in Loon Lake. The 1.7-mile Doughboy's Nature Trail, along the Bad River, is one of the best hikes in Wisconsin.

These are front-line customer service positions and will be the first point of contact for visitors entering the park.

No housing provided at this location.

50% Greet visitors, collect and account for fees and disseminate information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems.

25% Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability.

15% Distribute brochures, maps and provide directions/routes of travel throughout the park; inform visitors of potential safety hazards.

10% Issue admission receipts in accordance with established guideline

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.
- Ability to follow standard operating procedures, guidelines, and policy.

Preferred Qualifications:

- Ability to communicate effectively with co-workers and public
- Customer service and cash handling experience
- Knowledge and experience working with computers
- Experience with Cash registers, credit card terminals, and point of sales equipment.

## Position 370106: Conservation Biologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Div. of Fish, Wildlife and Parks

**Location:** Madison

**Expected Hours Per Week:** 30

**Eligible for Remote Work:** Partially

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

40% Field Work

- \* Conduct acoustic bat surveys (mobile and stationary)
- \* Conduct roost surveys and site inspections
- \* Habitat management
  - Invasive species and brush control around roosts and hibernacula

35% Data Entry

- \* Process cave bat health exemption forms
- \* Enter data in online web portal

25% Data processing and analysis

- \* Analysis of thermal camera footage

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

The applicant must be able to work independently following training, have excellent attention to detail, have a valid driver's license, and be able to work during off peak hours (i.e. night work).

Preferred Qualifications:

Experience with data management.

## Position 370107: Wildlife Technician

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Any of these cities within Northeast Region (Green Bay, Peshtigo, Oshkosh, Appleton, Plymouth, Navarino)

**Eligible for Remote Work:** No (Field work conducted following Covid protocols)

**Expected Hours Per Week:** 40

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

Primarily assist district biologists and technicians to 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 NE district (NED). 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 Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Good organizational skills, ability to work independently and with a team in office setting as well as outdoors in the field.
- Effective communication skills.
- Valid driver's license.
- Experience using Microsoft Office products.

Preferred Qualifications:

- Education or training in wildlife management or closely related natural resources field.

## Position 370108: Grounds/Facility Maintenance

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Forestry

**Location:** Tomahawk

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** No

**Pay Range:** \$13 - \$16

### **Job Description and Duties:**

Will perform grounds maintenance and lawn care duties including but not limited to: Grass mowing and trimming, trimming trees and shrubs, cleaning and clearing of fence lines, planting, painting, general building and facility maintenance and repair both inside and out. Must be able to use & understand simple hand & power tools, read and understand tape measures, sketches, written and verbal instructions. Opportunity for light mechanical fabrication and equipment maintenance work for learning and instructional purposes.

45% Buildings and facility maintenance including the following skills - cleaning, replacement, mechanical repair, light electrical, patching, painting, installing, etc.

40% Lawn care including the following skills - mowing, trimming, edging, seeding, etc..

10% Light manufacturing and fabrication work to include the following skills: cutting, drilling, grinding, welding, sketch and blue print reading, using measuring devices, layouts.

5% Basic computer skills - able to use email, excel, calendar, etc.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Valid drivers license, able to work outdoors, experience with hand and power tools and power lawn maintenance equipment, motivated self starter able to operate safely and efficiently at all times. Able to lift 10 - 15 lbs. regularly and 25 - 30 lbs occasionally.

Preferred work hours are 7:45 a.m. - 4:30 p.m. M-F (40 hours/week).

Preferred qualifications:

Experience in basic metal fabrication methods & practices.

Experience in Welding (Stick, MIG, TIG, OXY/GAS).

Able to work from ladders and elevated platforms.



## Position 370109: GIS Data Services

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Eligible for Remote Work:** Yes (If necessary due to pandemic)

**Expected Hours Per Week:** 20

**Pay Range:** \$20 - \$22

### **Job Description and Duties:**

Primary responsibilities will include processing and managing enterprise geospatial data; gathering requirements from DNR staff; configuring applications using ArcGIS Online and ArcGIS Portal; and spatial analyses to support on-going climate, environmental justice, hydrography and other projects.

40% GIS Data Processing, Editing and Visualization

A.1. Acquire GIS datasets from various sources. This work may include reprojecting data, documenting metadata and reformatting data to meet DNR requirements.

A.2. Contact other agencies and organizations to acquire data.

A.3. Acquire tabular data and reformat it to link with GIS datasets.

A.4. Edit GIS data in ArcSDE and other sources using ArcGIS Desktop (ArcMap or ArcGIS Pro).

Perform quality control.

A.5. Document processing steps and follow DNR best practices for file storage, data editing and map service publishing.

A.6. Develop and publish map, feature and image services using ArcGIS desktop.

A.7. Design maps and graphics using ArcGIS Desktop and Excel.

30% Configure GIS applications

B.1. Gather and document requirements from stakeholders. Develop design plan.

B.2. Use ArcGIS Online, ArcGIS Hub and ArcGIS Portal to configure web mapping applications using templates.

B.3. Follow web mapping application development and publishing standard operating procedures.

B.4. Develop user technical and training documentation.

30% Support spatial analyses

C.1. Perform analyses to analyze the relationship of geospatial data layers. This work will include summarizing data by geographic zones such as census tracts and performing standard geoprocessing (eg. union, intersects).

C.2. Summarize tabular data in Excel using charts and pivot tables.

C.3. Perform spatial analyses using ArcGIS desktop tools.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

- \* Knowledge of Environmental Systems Research Institute (ESRI) ArcGIS Desktop software (ArcMap, ArcGIS Pro), including extensions and tools (e.g., Spatial Analyst, 3D Analyst, Model Builder).
- \* Knowledge of fundamental methodologies to perform technical geospatial data collection, processing, coordinate conversion, QA/QC, distribution, management, etc.
- \* Knowledge of fundamental methodologies of mapping sciences and cartographic design.
- \* Ability to follow standard operating procedures and pay attention to details.
- \* Proficiency with Microsoft office products including Access, Excel, Word, Skype, Power Point, and SharePoint.

Preferred qualifications:

- \* Knowledge of ArcGIS Online development tools.
- \* Knowledge of SQL and Python scripting languages.
- \* Analysis, evaluation and problem-solving skills.
- \* Organizational and time management skills. Ability to handle multiple priorities and coordinate many tasks at once.

## Position 370110: Engineering Intern-Waste Management

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Milwaukee or Waukesha

**Eligible for Remote Work:** Yes  
(dependent on status of pandemic)

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

The Department's Waste and Materials Management Program Program within the Bureau of Environmental Management is seeking a motivated individual to aid in southeast region landfill inspections and report review for the summer. The intern will maintain a core list of responsibilities with direct supervision and will be based in Southeast Region's Waste and Material Management Program (Milwaukee or Waukesha office). Along with core work tasks, the intern will have an opportunity to experience

the breadth of the Waste and Material Management Program, 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 the supervisor and mentor, and complete a 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% Conduct and/or coordinate with other program staff to conduct Department audits, investigations, evaluations, inspections and documentation of newly developed, existing or closed sites for compliance with and enforcement of environmental regulations, plan approval conditions, and court and administrative orders.

30% Assist with the engineering review and project management of Plans of Operations, Site Construction Documents, Closure Plans, Remedial Action Plans and Plan Modifications for existing and/or proposed waste management and disposal facilities, hazardous waste treatment, storage & disposal (TSD) facility siting and exemptions for beneficial waste reuse.

10% Consult with and provide technical assistance to other program staff or other governmental agencies, the public, consultants, on waste and materials management issues.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required 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 applications and with navigating

Internet and independent applications.

Preferred qualifications:

Completed at least 1 year of upper level coursework related to civil/environmental engineering degree major.

Interests in natural resources management, regulatory programs and procedures.

Has experience or course work in environmental engineering or waste management technologies.

## Position 370111: Financial Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$16.71

### **Job Description and Duties:**

This is a fiscal specialist position within the DEPARTMENT OF NATURAL RESOURCES's Division of Fish, Wildlife and Parks (FWP). This position will work as assigned on accounts payable and accounts receivable work with various FWP programs based on need for the specified services. This position is part of a team of FWP Division Financial Specialists and will work closely with Office of Business Service's Budget and Grants Team.

60% GOAL A. Perform fiscal specialist duties for the Division of Fish, Wildlife and Parks.

A1. Process accounts payable transactions.

A2. Process accounts receivable transactions (gifts, revenue).

A3. Audit accounts payable invoicing for accuracy, funding source integrity, and fiscal accountability.

30% GOAL B. Perform work to support the division-level fiscal service model

B1. Actively participate on the Office of Business Services' Fiscal Specialist Team

B2. Consult/collaborate with other fiscal specialist and the OBS Budget and Grants team to identify and build efficiencies, and streamline and standardize

B3. Maintain internal financial specialist training materials

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

This position requires a background in data management. Good organizational, time management, and communication skills required. Ability to learn complex financial systems.

Working knowledge of Excel.

Preferred Qualifications:

Experience with PeopleSoft financial system, academic training in Business or related field, Knowledge and/or experience with accounts payable. Proficient in Excel.

## Position 370112: Wildlife Policy Assistant

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Partially

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

Work collaboratively with Bureau of Wildlife Management statewide specialists to create policy, guidelines and practices for public lands, wetland habitat, conservation agriculture and grazing and the Voluntary Public Access private lands leased for public access.

25% Assist the Wetland Specialist with dam and water control structure inventory and development prioritization.

25% Assist the Conservation Agriculture and Grazing specialist with evaluating grazing impacts and success via on-site surveys and helping with farming agreement records.

25% Learn habitat management practices through working with Adopt-a-Wildlife Area volunteer groups.

15% Assist the Public Lands Specialist with policy and guidance documents for Wildlife Areas.

10% Gain familiarity with on-the-ground public lands work including posting properties, assessing signage and infrastructure on Wildlife Areas and Voluntary Public Access and Turkey Hunter Access programs. Help with mapping projects for Wildlife Areas.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

Be currently enrolled or recent graduate in natural resources, environmental science, geography or wildlife/plant ecology accredited degree program.

Have ability to communicate effectively with co-workers, property managers, private landowners, partner organizations, and the general public.

Can work independently and is familiar with Microsoft office suite and internet applications.

Preferred Qualifications:

Knowledge of public lands policy and issues.

Experience analyzing quantitative and qualitative data from project/program initiatives.

Experience in using ESRI ArcGIS software, including ArcMap, and ArcGIS Online.

## Position 370113: Natural Resources Educator

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Milwaukee- Lakeshore State Park

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

Natural Resources Educators provide on-site educational programs and activities to organized school, social, and other groups as well as the general public visiting the property. This includes developing and distributing publications, signage and other materials. In addition, this position will assist with outreach, promotion, and public relations for the property.

55% Under the direction of the park manager, provide on-site educational programs and activities to organized school, social, and other groups as well as the general public visiting the property. Perform necessary clerical, custodial, and administrative functions to support education programs and other functional efforts of the park.

30% Develop, distribute, and place publications, signage, and other materials to facilitate nonpersonal interpretive activities at the property. Work with other staff to develop, place, and monitor signage for trails, display areas, and other education point at the property.

10% Assist with outreach, promotion, and public relations for the property. Assist park manager and park staff in the development and hosting of special events.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: - Ability to work independently, be self-motivated and punctual - Ability to work a modified schedule including nights, weekends and holidays - Ability to communicate effectively, professionally and respectfully with co-workers and the public Preferred

Qualifications: - Well-qualified applicants for the Natural Resources Educator positions should possess vast knowledge of Wisconsin's Natural Resources including the state's recreation opportunities, environment, flora and fauna.

## Position 370114: Laboratory Technician

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Forestry

**Location:** Fitchburg

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** 20%

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

The Forest Health Lab Assistant works closely with the State Forest Pathologist and Forest Health Team to diagnose pathogens from submitted samples. This position also helps conduct field surveys and assists with lab management and administrative tasks. 65% Assist the state forest pathologist with the diagnosis of forest pathogens (i.e. Leptographium spp, Heterobasidion irregulare, Bretziella fagacearum) from field samples. Prepare culture plates, perform molecular tests using PCR, track lab samples from start to finish, and report results. 15% Assist with field and nursery surveys of various forest pests and diseases. 15% Maintain a safe, clean and functional lab. Identify chemicals and lab supplies needed for the lab to ensure supplies are fully stocked. 5% Assist the state forest pathologist with miscellaneous administrative tasks.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: \* General knowledge of biology \* Computer skills (Microsoft Word, Excel, Access) \* Interest in learning forest health issues and various lab skills to diagnose forest health problems \* Detail-oriented and organized \* Ability to work indoors, outdoors, in a team setting and independently Preferred work hours are 7:45 a.m. - 4:30 p.m. M-F (40 hours/week). Preferred qualifications: \* Lab coursework or lab work experience \* Natural resources coursework or work experience



## Position 370115: Environmental Program Associate

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17.50

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with records management. Provide other program support, as needed.

85% Assist with the organization and maintenance of records within the Waste and Materials Management program. Process paper and electronic records for long term-storage in the program's electronic file management system (i.e., Central File Repository). Learn and refine policies and standards for facility file maintenance and categorization.

10% Provide support services, including data entry, to Waste and Materials Management program staff consisting of Environmental Program Associates, Hydrogeologists, Engineers and Waste Management Specialists.

5% Gain familiarity with the Waste and Materials Management program by participating in inspections and other tasks, as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Interest in office management tasks. Strong communication and organization skills. A willingness to work with and learn from others. Detail orientated and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows and Microsoft Office suite (Word, Excel and Outlook).

Preferred qualifications:

Enrolled in an administrative professional associate degree program or obtaining an office skills certificate. Interest in natural resources management and environmental compliance.

## Position 370116: Hydrogeologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with hydrogeologic records management. Evaluate, interpret, and make decisions based upon monitoring data and monitoring requirements from active and/or closed landfills. Participate in and conduct closed landfill inspections. Provide other program support, as needed. 70% Assist with the organization, maintenance, and interpretation of hydrogeologic records within the Waste and Materials Management program. Locate and process paper and electronic records for long-term storage in the program's electronic file management system (i.e., Central File Repository). Learn and refine policies and standards for active and closed landfill file maintenance and categorization. 15% Evaluate and interpret groundwater monitoring data and monitoring requirements From active and/or closed landfills. Work with regional Hydrogeologists to review and interpret groundwater data; make recommendations to required groundwater monitoring parameters and monitoring frequencies; modify program data systems (i.e., Groundwater Environmental Monitoring System and Field Investigator Site Tracking); and update landfill monitoring information in data files. 10% Gain familiarity with the Waste and Materials Management program by participating in and independently conducting closed landfill inspections and other tasks, as assigned. 5% Provide support services, including data entry, to Waste and Materials Management program staff consisting of Hydrogeologists, Engineers, Environmental Program Associates, and Waste Management Specialists.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Enrolled in hydrogeology, earth science, physical sciences, chemistry, or accredited degree program. Strong communication and analytical skills. A willingness to work with and learn from others. Detail orientated, well-organized, and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows and Microsoft Office suite (Word, Excel, and Outlook). Preferred qualifications: Interest in hydrogeology/geology, natural resources management, and environmental compliance. Proficient in the use of Windows and Microsoft Office suite (Word, Excel, and Outlook).

## Position 370117: Air Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Madison-GEF2

**Expected Hours Per Week:** 30

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Protect air quality with the DEPARTMENT OF NATURAL RESOURCES's Air Management Program. This position provides an opportunity to visit regulated sources and gain experience in how various industries are regulated by Clean Air Act requirements. Learn about air pollution control permits and applicability of federal pollution control requirements. Collect information and update USEPA's RACT/BACT/LAER Clearinghouse. This data system holds information from air pollution control permits across the nation to ensure robust pollution control requirements are fairly and systematically applied. Review air pollution control permit documents for applicability of New Source Performance Standards and National Emission Standards for Hazardous Air Pollutants, and work with Federal Standards team to track and quality assure rule applicability and make recommendations for improvements to the data collected and to the tracking database interface. 65% Reviewing major source construction permits and making updates to EPA's RACT/BACT/LAER Clearinghouse 35% Reviewing air facility files to ensure accurate applicability of Federal New Source Performance Standards and National Emission Standards for Hazardous Air Pollutants and helping to update and improve applicability tracking system.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required 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:

Interest in environmental regulations and regulatory processes

Interest in learning about the Clean Air Act and how it functions to protect and improve air quality

## Position 370118: Wildlife Technician

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Kansasville

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

This position 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 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 will be provided by the DEPARTMENT OF NATURAL RESOURCES 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, wetlands, and forests on state land. Establish and maintain native and introduced grasslands and wetland communities. This includes conducting plant surveys and 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 DEPARTMENT OF NATURAL RESOURCES 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 Knowledge, Skills and Abilities (KSA's):**

**Requirements:**

Candidates are required to have a valid driver's license and be able to drive state owned vehicles.

**Preferred Qualifications:**

A working knowledge of common Wisconsin habitat types and basic management techniques is a preferred qualification.

## Position 370119: Information Technology Coordinator

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Partially

**Pay Range:** \$17 - \$20

### **Job Description and Duties:**

This 40 hours per week position is in Madison, WI, works under general supervision of the IT Systems Supervisor, guided by the Lead Information Technology Coordinator (ITC), and may include rare travel within the state. The position assists the Lead ITC, providing technical support to the Division of Fish, Wildlife and Parks' 1300+ staff statewide. Primary responsibilities include supporting and troubleshooting IT hardware, software and Telecom devices and inventory assets. 50% Manage Computer Incidents and Service Requests \* Actively monitor the ticket queue, prioritize requests and incidents and route to other parties for resolution when necessary. Document support activities when appropriate. \* Take ownership of tickets and update. \* Setup new printers, including identifying staff use of printers. \* Communicate status information related to software and services to staff throughout the Department, in non-technical language. \* Test new software on bench machines, document installation. \* Provide Windows 10 and Office 365 installation (imaging) on computers. \* Physically install computers, computer peripherals, and computer software. \* Provide data management for users through backups and restores as necessary. Perform hard drive wipes when removing assets from inventory. \* Troubleshoot non-standard (program-specific) end user hardware / software problems using desk-side support, phone support, and remote tools. 35% Telecom Services \* Assist with all requests and incidents related to smart phones and ipads. \* Order and setup devices and provide ongoing support. \* Process app requests. \* Take ownership of tickets and update. \* Create tickets for BTS Telecom. \* Collaborate with Bureau of Technical Services - Telecom and DET to complete requests 10% Asset Management \* Inventory hardware, software, devices. \* Research the status of asset records and update in the DEPARTMENT OF NATURAL RESOURCES's asset system. \* Surplus deprecated equipment. 5% Work on special projects as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: \* Training or Experience with the Windows 10 operating system and the Microsoft Office suite to install/image computers. \* Experience with troubleshooting hardware/software issues. \* Experience working with remote tools to support customers \* Ability to provide quality customer service. Preferred Qualifications: \* Training or experience supporting telecom devices including smartphones and tablets. \* A+ Certification \* Microsoft 365 certifications

## Position 370120: Parks and Recreation Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Crivitz (Gov Thompson State Park/Gov Earl Peshtigo River State Forest)

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 32

**Pay Range:** \$12 - \$14

### **Job Description and Duties:**

The Governor Thompson State Park and Governor Earl Peshtigo River State Forest are seeking summer interns for a variety of recreation duties. Recreation Specialists will work on trail maintenance and repair, maintenance related duties that may involve cleaning, carpentry, minor plumbing, or other technical aspects of property maintenance. PR Specialists will operate machinery such as UTV's, boats, chainsaws, hand tools, power tools, mowers, and other motorized vehicles. Perform customer service, sell admission stickers and campsites, and field questions about the property and recreation opportunities in the area.

Housing is available on the property.

60% Perform the maintenance of grounds and facilities to ensure they conform to established standards to include mow grass, pick up litter, clean public use areas and beaches, painting, maintaining restrooms and campsites, remove trees and brush, repair and maintain trail surfaces, operate vehicles and light equipment and perform repairs and maintenance to equipment and buildings. Assist in invasive species control and removal.

30% Assist in the collection of fees and dissemination of information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems. Register campers; sell admission stickers to public. Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability

20% Explain State Park rules, regulations and fees to visitors and help with special events. Assist the Property Superintendent with monitoring the work and performance of other team members or volunteers and any other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: Must be at least 18 years old and have a valid Drivers License. Heavy lifting is required Ability to work independently and as a team, be self-motivated and punctual.

## Position 370121: Natural Resources Educator

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Public Safety & Resource Protection

**Location:** Opportunities available at several locations Statewide including; Eau Claire, Chippewa Falls, Cornell, Hudson, River Falls; La Crosse, Black River Falls; Milwaukee, Waukesha, Kansasville, Eagle, Sheboygan; Baraboo, Dodgeville, Fitchburg, and Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

Community Service Officers are primarily responsible for facilitating customer service and public safety via education and outreach efforts within their designated administrative area or state-owned properties such as parks, forests, trails, and other lands managed by the Wisconsin DEPARTMENT OF NATURAL RESOURCES. Specifically, this position will provide recreation management, assistance with resource protection, managing public safety through collaboration with law enforcement entities, law and rule interpretation, preventative enforcement through education, security, and administrative activities within the assigned area.

50% Provide education, outreach and excellent customer service to all resource users

- Educate customers on the safe and wise use of our natural resources and how to recreate safely
  - Communicate with the public (via contacts, education programs, etc.) to promote awareness and knowledge of natural resources and state properties
  - Educate public regarding natural resources rules; providing information and resources to visitors recreating within assigned area
  - Develop preventative programs and activities to maximize voluntary compliance with rules and regulations using proactive, problem-solving and rule enforcement philosophies
- 20% Assist law enforcement officers (Conservation Wardens, sheriff departments, police) within assigned area or on DEPARTMENT OF NATURAL RESOURCES managed properties to maintain public safety
- Identify and report public safety issues, concerns, and illegal activity
  - Resolve visitor issues and address low-level conflicts between users
  - Issue verbal warnings to promote compliance with applicable rules to ensure the safety of visitors
  - Perform off-road recreational vehicle checks and education

20% Training & Administrative Duties

- Complete required trainings and reports (expense, time and fleet, financial and business records, etc.)

10% Assist Conservation Wardens in educating users about natural resource laws pertaining to aquatic invasive species and diseases

**Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

- Meet minimum requirements for driving a state vehicle
- \* Must have a valid operator's license,
- \* Must have minimum of two years licensed driving experience, and
- \* Must be eighteen (18) years of age.
- Pass reference based and fingerprint based background checks
- Must be able to start on May 23rd and attend two weeks of consecutive training

Qualifications:

- Interest in Working in Natural Resources/the Outdoors
- Customer Service Experience
- Experience communicating with diverse groups, either in personal or professional setting



## Position 370122: Engineering Intern-Wastewater

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Madison-GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

The Wastewater Engineer Intern will assist with review of engineering plans and specifications for wastewater treatment, storage, and conveyance systems, as well as assist with compliance inspections and oversight efforts in order to ensure that wastewater discharges are of sufficient quality to protect water quality in Wisconsin. Office work (70-80%) will begin with training and then primarily consist of reviewing engineering plans and specifications for consistency with design codes and data review and analysis. Field work will be occasional (20-30%) and will consist of traveling to permitted facilities with senior staff to shadow and assist with inspection efforts, as well as other field trips for exposure to other career opportunities within DEPARTMENT OF NATURAL RESOURCES.

In addition, the Wastewater Engineer Intern will participate with other interns in the Environmental Management Division exploring the variety and depth of careers represented within the Division. This "career discovery" experience will entail field trips, panel discussions, shadowing and mentoring, and an independent project.

55% Assist with engineering plan review of wastewater treatment, storage, and collection systems to ensure that proposed systems meet state design standards and accepted engineering practice. Work directly with experienced DEPARTMENT OF NATURAL RESOURCES engineers and consultants to correct deficiencies in projects in order to move them to an approvable state, and then issue approvals in a timely manner.

20% Participate in various "career discovery" opportunities coordinated by the EM Division, as part of an overall diversity fellowship program.

15% Shadow field engineers on inspections of wastewater treatment facilities, independently completing at least one inspection report by the end of the summer.

10% Complete an independent project that addresses a priority need within the Wastewater Program, and present the findings to the Wastewater Section at the conclusion of the internship program.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Educational background or interest in environmental engineering

Ability to drive and work outdoors at industrial sites

Experience working with Microsoft Excel and/or other database systems

Preferred qualifications:

Coursework in environmental engineering, wastewater treatment, and fluid mechanics

Experience working with customers or external stakeholders

Strong communication skills

## Position 370123: IS Business Automation

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$20 - \$22

### **Job Description and Duties:**

IT Project Assistant This position provides support to the CIO, and secondary support to the Office of the CIO professional staff. The position encompasses IT Asset Management, IT Project Coordination, and IT Process Management. Position supports development and analysis duties, in support of IT strategy, finance, process, priority and organizational activities. 30% IT Project Coordination Assist with various IT project management tasks (e.g., gathering requirements, mapping data requirements, process improvement techniques, creating process flows, proposing alternative business process, etc.) 20% Information & Data Management - Support and help optimize structure, organization, solutions, communication and training around information and data as a key asset to the Business. Analysis of sensitive topics, tracking of metrics and trends around key areas of optimization. 20% IT Process and Financial Management Organize, analyze and process IT sourcing and vendor management payment invoices relevant to OCIO. Provide assistance to staff for purchase/billing processing, including communicating with vendors and acting as liaison with IT, Finance and Procurement. Assist preparation of purchase requisitions. 20% IT Asset Management Provide support for software asset management inventory, systems, processes and communications. 10% Documentation Assist with documentation related to repeatable tasks and development of a resource for support staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Proficient in Microsoft Office Suite

Knowledge of quality assurance and other process improvement principles and procedures.

Knowledge of finance, IT systems, working with information & data processes.

Knowledge of IT Project Management processes.

High organization, structure, communication, collaboration and proactive learning skills.

Preferred qualifications:

Experience using information/data management systems (e.g. database applications, MS Excel, Adobe, file management)

Able to work independently under limited direction

## Position 370124: Desktop Support

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$20 - \$22

### **Job Description and Duties:**

Desktop Support Summer Intern 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 IT Desktop 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. 30% Desktop Support Assist staff with support of computer and associated incidents and issues and provide guidance 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% Computer set-up and install Assist the lead staff in setting up and installing new computers. 20% Accounts Management Assist in all program specific accounts processes and procedures to ensure high-level consistent data and best practices. Manage program account requests from submission, documentation to closure in the management system (Cherwell). 20% Telecom Support Provide cellular, landline and radio support for staff. This includes technical support, device set-up, and service billing and account maintenance. 10% Documentation Document workflows and duties to assist in streamlining tasks

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: \* 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 Preferred qualifications: Effective Communication Effective Problem Solving Customer Focus & Service

## Position 370125: Records/Forms Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

DEPARTMENT OF NATURAL RESOURCES Information and Records Assistant This position assists the DEPARTMENT OF NATURAL RESOURCES Information and Records Officer with all records and forms management activities within the divisions, bureaus and regions of the department. This position supports the Officer in managing vital agency forms and their related systems. It also supports forms applications and databases, automated forms systems and electronic and hard copy forms. This position supports tasks related to the department-wide forms management programs; providing ongoing forms consultation to all department form coordinators; providing general forms / user support to the Forms Developers. 50% Assist with Records Retention and Disposal Assist Technology Services and the Office of the Chief Information Officer with identifying and managing files following the standards set forward by the Records Disposal Authorizations (RDA's) Provide and assistance to programs on records retention issues. 30% Assist with Forms, Records & Database Management Assist Officer with duties related to consultation and analysis to programs regarding the application of the State's IT capabilities to satisfy requirements, automate and enhance the DEPARTMENT OF NATURAL RESOURCES's records management and forms programs, and administer related agency databases. 20% Documentation Assist in developing guidance documentation and materials related to records management.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

Skill with Microsoft Office and similar tools

Skill in forms control and electronic forms development and management (any type)

Knowledge of Records Destruction Authorization (RDA) procedures

Knowledge of IT technologies that can be applied to support agency records management policies

Effective communication

Preferred qualifications:

Skill in database administration and design

Skill in data administration and design

## Position 370126: Water Supply Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay and Oshkosh or Wautoma

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

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 northeast 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. One position will be stationed in Green Bay's DEPARTMENT OF NATURAL RESOURCES office and the other in Oshkosh or Wautoma, based on the candidate's preference. 75% Conduct annual site visits at small public drinking water systems, as assigned, in accordance with section NR 809.31(1)(d), Wis. Adm. Code. Visually inspect the 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 DEPARTMENT OF NATURAL RESOURCES. Provide system owner/operator with a corrective action verification form when a corrective action is required. 15% Prepare for field work. Plan for 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. 10% Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings in the DWS database. Track completion of corrective actions. Work with the assigned DEPARTMENT OF NATURAL RESOURCES 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 Knowledge, Skills and Abilities (KSA's):**

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

communication skills Preferred qualifications: - 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 370127: Hydrogeologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Spooner

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with hydrogeologic records management. Evaluate, interpret, and make decisions based upon monitoring data and monitoring requirements from active and/or closed landfills. Participate in and conduct closed landfill inspections. Provide other program support, as needed.

70% Assist with the organization, maintenance, and interpretation of hydrogeologic records within the Waste and Materials Management program. Locate and process paper and electronic records for long-term storage in the program's electronic file management system (i.e., Central File Repository). Learn and refine policies and standards for active and closed landfill file maintenance and categorization.

15% Evaluate and interpret groundwater monitoring data and monitoring requirements from active and/or closed landfills. Work with regional Hydrogeologists to review and interpret groundwater data; make recommendations to required groundwater monitoring parameters and monitoring frequencies; modify program data systems (i.e., Groundwater Environmental Monitoring System and Field Investigator Site Tracking); and update landfill monitoring information in data files.

10% Gain familiarity with the Waste and Materials Management program by participating in and independently conducting closed landfill inspections and other tasks, as assigned.

5% Provide support services, including data entry, to Waste and Materials Management program staff consisting of Hydrogeologists, Engineers, Environmental Program Associates, and Waste Management Specialists.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Enrolled in hydrogeology, earth science, physical sciences, chemistry, or accredited degree program. Strong communication and analytical skills. A willingness to work with and learn from others. Detail orientated, well-organized, and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows and Microsoft Office



suite (Word, Excel, and Outlook). Preferred qualifications: Interest in hydrogeology/geology, natural resources management, and environmental compliance. Proficient in the use of Windows and Microsoft Office suite (Word, Excel, and Outlook).

## Position 370128: Waste Management Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Milwaukee

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Located in our new Milwaukee headquarters office, this position is a great opportunity for environmental science, engineering, geology, geography, real estate/urban planning, or public health students and recent graduates with an interest in redevelopment or environmental cleanup. This position conducts audits and inspections of properties with completed contamination cleanup projects. The properties are primarily located in southeast 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 risks posed by environmental contamination and how the presence and clean up of contamination affect property use and development. 65% Query the DEPARTMENT OF NATURAL RESOURCES's contamination site database to identify properties where cleanups were approved by DEPARTMENT OF NATURAL RESOURCES with conditions to be maintained. Review DEPARTMENT OF NATURAL RESOURCES files and other information sources to determine property conditions at the time of cleanup approval, establish current ownership and development features. Make recommendations for site visits. Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment staff to conduct site visits or drive by audits as needed to confirm current property conditions. Develop short reports documenting whether current property conditions comply with DEPARTMENT OF NATURAL RESOURCES requirements and make recommendations for next steps. 30% Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment staff to conduct and document our annual closed site audits, which could include site visits and field inspections of engineered barriers or vapor mitigation systems. Work with staff to require corrective measures and follow up on compliance status. 5% Conduct other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: - Coursework or training in one of the following topics: conservation or environmental science, engineering, public health science or policy, urban planning, geography, GIS, building inspection, radon mitigation, HVAC construction, soil science, environmental sampling, biology, chemistry, geology. - Understanding or experience with database use (you will be trained on our database). - Good communication skills. - Microsoft Word

knowledge/experience. Preferred qualifications: - Ability to read maps. - Experience working as part of a team, as a student, employee or volunteer. - Good organizational skills. - Excel, GIS, Powerpoint knowledge beneficial but not required.

## Position 370129: Waste Communications Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Milwaukee

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

Located in our new Milwaukee headquarters office, this position is a great opportunity for communications, business administration, public administration, urban planning, public health, environmental science, engineering, geology, geography students and recent graduates with an interest in brownfields redevelopment, communications/outreach or environmental cleanup. This position creates "success stories" that can be posted on our website to describe contaminated brownfields properties that have been successfully cleaned up and redeveloped. Training and support will be provided to ensure your success in this role. The student intern will gain "real world" experience about how government works with external partners to clean up and redevelop brownfields and blighted areas in our communities statewide. You will work with experienced environmental, outreach and web design specialists and learn about the unique challenges and opportunities that occur during the cleanup and development of brownfields properties, while gaining experience creating outreach materials for internet display.

80% \* Review DEPARTMENT OF NATURAL RESOURCES files for information about the designated brownfields projects.

\* Collect additional information about the property history, cleanup and redevelopment efforts for the projects from DEPARTMENT OF NATURAL RESOURCES staff and external sources.

\* Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment staff to conduct site visits to obtain updated site and surrounding area photos.

\* Develop short success stories following outlines/formats suggested by DEPARTMENT OF NATURAL RESOURCES staff.

10% Work with DEPARTMENT OF NATURAL RESOURCES Remediation & Redevelopment outreach staff and web design specialists to design the final products for placement on our internet site.

5% Provide input to DEPARTMENT OF NATURAL RESOURCES staff on improving the success story formats. Provide feedback on your work and recommendations for our continued efforts on this outreach method.

5% Conduct/complete other duties as assigned.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Coursework or training in one or more of the following topics (or similar): Communications, journalism, news reporting, technical writing, web design, graphic design, public relations, environmental sciences, real estate, urban planning, public policy, public health. Good oral and written communication skills. Microsoft Word knowledge  
Preferred qualifications: Experience working as part of a team; as a student, volunteer or employee. Good organizational skills. PowerPoint, web design beneficial but not required.

## Position 370130: FINtern ("Fishing in the Neighborhood" Intern)

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Public Safety & Resource Protection

**Location:** Milwaukee, Fitchburg, and Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$14 - \$15

### **Job Description and Duties:**

Fishing in the Neighborhood Interns (FiN'terns) deliver fishing programs in the Milwaukee and Madison areas at local parks, neighborhood centers and other venues. There will be two FiN'terns in each community to work as a team, using the DEPARTMENT OF NATURAL RESOURCES's Fishmobile, a trailer stocked with fishing gear. As fishing ambassadors, they will become a regular and welcome presence in a variety of neighborhoods, but especially those that are home to Black, Indigenous and people of color. With guidance from the Angler R3 coordinator in Madison, FiN'terns will work with partners to establish a schedule for the Fishmobile at places where they can coach novice anglers. The ideal candidate has had coursework in natural resources, education, community outreach or social work and is eager to introduce people to their local fishing opportunities. Coupled with Fishing for Dinner, FiN'terns will introduce families, youth and adults to an inexpensive activity that connects them with nature, each other and a healthy, sustainable source of food. This internship is perfect for someone who is flexible, adaptable, and has a good sense of humor. There may be an opportunity to participate in limited fisheries field work.

70% \* Using the Fishmobile, schedule and conduct fishing programs with partners such as community centers, local parks and recreation departments, fishing clubs, nature centers, youth development agencies, social service organizations and community education providers.

\* Lead fishing and aquatic resources education outings based on the Wisconsin Department of Natural Resources Angler Education and Fishing for Dinner programs.

\* Collaborate with DEPARTMENT OF NATURAL RESOURCES and partners to deliver programming to diverse audiences in terms of age, family structure, abilities, race, ethnicity and cultures.

20% \* Monitor and maintain equipment for the DEPARTMENT OF NATURAL RESOURCES's Fishmobile.

\* Maintain participation records and submit them weekly to the DEPARTMENT OF NATURAL RESOURCES. Submit final reports to DEPARTMENT OF NATURAL RESOURCES at the conclusion of internship.

10% Other duties as assigned.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: \* Wisconsin driver's license. Good driving record with ability to back a trailer, training provided if needed. \* Excellent communication and organization skills and ability to work independently after initial direction. \* Comfortable around water, while maintaining a healthy respect for it. \* Comfortable handling live fish and bait, along with a willingness to kill fish and cook them. \* Able to tie a fishing knot and cast a reel, or quickly learn how to do so, and meticulously care for equipment. Preferred Qualifications: \* Experience teaching a skill to people from a wide range of backgrounds. \* Competent in use of Excel spreadsheets; Access database a bonus. \* Basic First Aid and CPR, upon appointment or within two weeks of appointment. \* Bilingual in Spanish or Hmong a plus. \* Possess or obtain fishing license upon appointment.

## Position 370131: Water Supply Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Fitchburg or Dodgeville

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$15 - \$18

### **Job Description and Duties:**

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 southcentral 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. The intern will be stationed at Fitchburg or Dodgeville, based on the successful candidate's preference. 75% Conduct annual site visits at small public drinking water systems, as assigned, in accordance with section NR 809.31(1)(d), Wis. Adm. Code. Visually inspect the 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 DEPARTMENT OF NATURAL RESOURCES. Provide system owner/operator with a corrective action verification form when a corrective action is required. 15% Prepare for field work. Plan for 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. 10% Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings in the DWS database. Track completion of corrective actions. Work with the assigned DEPARTMENT OF NATURAL RESOURCES 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 Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

- Coursework in one or more of the following topics: environmental science, environmental engineering, public health sanitation, hydrogeology, environmental sampling, microbiology, chemistry, groundwater chemistry, and/or geology
- Ability to read maps



- Ability to accurately enter data into databases and electronic spreadsheets
- Strong communication skills

Preferred qualifications:

- 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 370132: Property Planning Intern

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Internal Services

**Location:** Madison-GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

This internship will assist the DEPARTMENT OF NATURAL RESOURCES Property Planning Section in preparing the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and 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 DEPARTMENT OF NATURAL RESOURCES property. The department prepares a SCORP every five years to evaluate outdoor recreation supply, demand, trends and issues. The Planning Intern will assist planning staff in a variety of tasks related to the SCORP process including working with planning staff to gather and synthesize geospatial and survey data from partners and existing datasets, creating maps to aid the SCORP process, and researching and creating briefs on issues related to outdoor recreation. This position will also aid in adding data to planning documents, assisting planners in developing property-specific objectives and prescriptions and reviewing for compliance with applicable administrative code and department policy, document design and formatting, and assisting in developing and conducting public input processes. 70% Assist planning staff with gathering, synthesizing and analyzing geospatial and other planning data related to the SCORP process. 15% Assist planning staff with preparing and reviewing SCORP and property planning documents. 15% Planning and conducting public input processes, site visits for data collection, and other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications:

1. Familiarity with GIS data formats and tables, and basic cartographic principles. Ability to search broad databases for specific purposes, digitize geospatial features from aerial imagery, and basic geospatial analysis.
2. Basic Excel data analysis and formatting large documents in Microsoft Word. Excellent written communication and/or graphic design skills.
3. Experience or education related to communicating scientific or complicated information to a broad audience.

Preferred qualifications:

1. Knowledge of the principals of natural resources and/or outdoor recreation planning.
2. Experience or education related to applying principals of natural resources and/or outdoor recreation planning to policy interpretation.
3. Experience or education related to researching complex issues and/or developing methods of geospatial analysis to address research questions.

## Position 370133: Wastewater Specialist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Green Bay

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

The Wastewater Specialist Intern will assist with monitoring compliance and enforcement of entities that discharge wastewater (industrial, municipal, septage) to waters of the state to ensure protection of public health, welfare, and the environment. Primary responsibilities will include implementation of individual and general WPDES permit requirements, septage program requirements, land application and land treatment requirements. Tasks will include: permit application review and processing, data review and response, drafting letters (approval, denial, request for information, Notice of Noncompliance), facility inspections, field inspections, complaint response, and database maintenance (data review, uploading files). Occasional assistance with time sensitive special projects could be assigned as well. In addition, the Wastewater Engineer Intern will participate with other interns in the Environmental Management Division exploring the variety and depth of careers represented within the Division. This "career discovery" experience will entail field trips, panel discussions, shadowing and mentoring, and an independent project. 60% Assist with field work (inspections, complaint response, sample collection) and drafting of related documentation. Assist compliance staff with permit compliance and enforcement for municipal/industrial permits and septage licenses. This includes permit and administrative code review, wastewater database review and maintenance, file review and summary, drafting response letters and Notices of Noncompliance, creation of data tables, graphs, and other analytical tasks related to permit compliance. 20% Participate in various "career discovery" opportunities coordinated by the EM Division, as part of an overall diversity fellowship program. 20% Develop and pursue an independent project to address a priority need within the Wastewater program.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Educational background/interest in wastewater, water quality, watershed management, natural resources management, or a related field. Experience with MS Office and database management. Ability to perform field work in different types of conditions (wastewater treatment facilities, industrial facilities, agricultural fields, streams and rivers. Preferred qualifications: Excellent organizational and communication skills. Experience with regulatory requirements. Experience working with varied external stakeholders.

## Position 370134: Environmental Program Associate

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** EM-Environmental Management

**Location:** Madison-GEF2

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17.50

### **Job Description and Duties:**

Assist the Department of Natural Resources Waste and Materials Management program with tasks associated with data management. Provide other program support, as needed. 70% Work with the Hazardous waste sub-program to verify active/inactive facility data. Work with the Business Support and IT sub-program to map and document existing program databases. Work with Solid Waste sub-program to compile and index various information sources. 15% Process paper and electronic records for long term-storage in the program's electronic file management system (i.e., Central File Repository). 10% Provide technical support services, including data entry, to Waste and Materials Management program staff consisting of Environmental Program Associates, Hydrogeologists, Engineers and Waste Management Specialists. 5% Gain familiarity with the Waste and Materials Management program by participating in inspections and other tasks, as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Interest in data, databases and analyses. Interest in technical support and office management tasks. Strong communication and organization skills. A willingness to work with and learn from others. Detail orientated and self-motivated. Able to work independently and function in a team environment. Willing to learn and adapt to Waste and Materials Management program data systems. Experience using Windows, database software (such as Excel or Access) and other Microsoft Office suite programs (Word, and Outlook). Preferred qualifications: Experience organizing large sets of data and merging large data sets together. Interest in office management tasks, natural resources management, and environmental compliance.

## Position 370135: Fisheries Biologist

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

Under the general supervision of Fisheries Management Section Chief Lori Tate along with project leads Alex Latzka and Chris Tyrrell, this position provides support in the analysis of published fishery reports, development of reporting policy, and construction of new, statewide datasets related to fishing regulations. Intern will gain familiarity with fisheries monitoring, science, and management, and will apply or learn skills in Excel and R for data management, and GIS tools for management of geospatial data.

50% Inventory and Analyze published fishery reports; assist Fisheries Systems Biologist (Alex Latzka) with an inventory of all reports published by WDEPARTMENT OF NATURAL RESOURCES Fisheries Management, summarize and analyze fisheries survey data, make recommendations for reporting policy to increase clarity, consistency, and efficiency of reports.

30% Assist Fisheries Database Coordinator (Chris Tyrrell) with entry of historical fishing regulations into a new geospatial regulations database, consult historical documents to ensure data accuracy.

20% Miscellaneous duties and tasks as assigned and as desired by the Intern for skill-building; assist with field surveys, attend team & project meetings, learn R for data analysis.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

Good reading and analytical skills

Good verbal and written communication skills

Ability to use Microsoft Office (Word, Excel)

Willingness to learn/use new statistical tools

Preferred Qualifications:

Good attention to detail

Good organizational skills

Previous experience with R statistical software

## Position 370136: Fisheries Communications Assistant

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Madison-GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17

### **Job Description and Duties:**

Under the general supervision of Fisheries Management Section Chief Lori Tate along with the River and Stream Systems Biologist and Lands and Habitat Specialist, this position provides support for administrative, data, and outreach duties related to Wisconsin Trout management. 50% Coldwater Habitat Administrative Duties; assist section staff with ongoing efforts to digitize data on habitat projects and trout stream classifications, work with section staff and Fisheries Communications Specialist on the Trout Habitat Expenditure Report 40% Brook Trout Reserves Public Involvement; assist section staff and the Fisheries Communications Specialist with planning and executing public meetings (virtual or in person) related to the Brook Trout Reserves Implementation Plan, organize public involvement planning and outreach efforts, assist with drafting of press releases, website mock-ups, meeting arrangements, and meeting minutes 10% Miscellaneous duties and tasks as assigned and as desired by the Intern for skill-building; assist with field surveys, attend team & project meetings, learn new software skills

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements:

Good reading and analytical skills

Good verbal and written communication skills

Ability to use Microsoft Office (Word, Excel, PowerPoint)

Comfort with interacting with the public

Preferred Qualifications:

Good attention to detail

Good organizational skills

Previous experience with GIS/ESRI software

## Position 370137: Program & Policy Analyst

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** ES-External Services

**Location:** Madison - Building GEF2

**Expected Hours Per Week:** 20

**Eligible for Remote Work:** Yes

**Pay Range:** \$15 - \$17.5

### **Job Description and Duties:**

The DEPARTMENT OF NATURAL RESOURCES mission calls for the agency to ensure the right of all people to use and enjoy Wisconsin's natural resources. Yet, socioeconomic factors, climate change, pollution, and other environmental and public health hazards disproportionately harm communities of color, low-income communities, indigenous communities, and other marginalized Wisconsinites. These impacts also present barriers to these and many other groups using and enjoying the state's natural resources. The Environmental and Climate Justice Analyst will inform agency strategies and policy options by identifying promising approaches for assessing the effectiveness of environmental and climate justice programs and related equity efforts. 35% Conduct literature reviews: Conduct database and Internet searches of professional literature to identify effective approaches to assessing state and local environmental and climate justice initiatives. This work could include identifying effective approaches to assessing racial equity work in the conservation and environmental fields. 35% Conduct structured interviews: Identify potential contacts in government, academia, the nonprofit sector, and the field of professional evaluators; formulate questioning strategy and interview script; and conduct virtual interviews to explore approaches employed. 15% Report on findings: Organize information into report formats that clearly present findings in a manner understandable to staff, managers and stakeholders who may not have an environmental justice background; develop coherent presentation outlines/graphics, and present to staff, management and partners. 10% Develop study design: Identify/scope policy analysis questions. Consult with staff and external partners. Determine appropriate study design, using most effective approaches/methodologies. 5% Other duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Required qualifications: Basic knowledge of policy analysis techniques, including conduct of literature reviews and interviews. Solid organizational skills. Solid communication skills. Positive attitude. Preferred qualifications: Ability to prioritize tasks, set milestones, sequence activities, establish realistic time frames, and deliver products/services in a timely manner, with limited supervision.



## Position 370138: Park Maintenance

**Agency:** DEPARTMENT OF NATURAL RESOURCES

**Division:** Fish, Wildlife and Parks

**Location:** Kansasville (Richard Bong State Recreational Area)

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$12 - \$12

### **Job Description and Duties:**

Clean restrooms, campfire rings and picnic grills, mow grass, pick up litter, and remove trees and brush. Perform general maintenance duties: develop and maintain trail surfaces, install signs, haul garbage, paint grills and picnic tables. Operate and maintain vehicles and light equipment. Perform minor plumbing and carpentry. 45% Mow grass. Pick up litter. Clean beach areas, restrooms, campfire rings and picnic grills. Remove trees and brush. 25% Perform general maintenance duties. Develop and maintain trail surfaces. Install signs. Haul garbage, paint grills and picnic tables. 15% Perform minor plumbing and electrical duties. 15% Operate and maintain vehicles and light equipment.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Requirements: Knowledge, skills and experience with general maintenance operations - Building and/or groundskeeping repair or maintenance experience - Ability to work independently, be self-motivated and punctual - Ability to work a modified schedule; nights, weekends, holidays, etc.

## Department of Health Services (DHS) Position 435101: Communications Specialist

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** Office of the Secretary

**Location:** Madison

**Expected Hours Per Week:** 10

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The DEPARTMENT OF HEALTH SERVICES Office of the Secretary (OS) is looking for intern capacity to support the legislative, communications, policy and external affairs teams. Interns to the OS will be asked to review/edit press releases, review external communications and legislation and provide summaries, analysis and recommendations, assist with preparation, organization and administrative tasks related to external stakeholder engagement and event requests.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability and interest to read long/dense or technical information and break it down for understanding and critical analysis. Ability and interest in a fast-paced working environment. Knowledge and interest in the fields of communications, external affairs, health policy and health legislation. Strong oral and written communication skills preferred.

## Position 435102: Pharmacy Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** Wisconsin Resource Center

**Location:** Winnebago

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Under the supervision of the Pharmacy Director this position provides support to the Winnebago Mental Health Institute (WMHI) Wisconsin Resource Center (WRC) Shared Services Pharmacy team. This position requires an independent worker who is interested in business operations, accreditation standards, and project work. The pharmacy administrative assistant will learn the day to day operations of the pharmacy department and assist with medication deliveries, returning medications to stock, yearly inventory, and project work. Project work and training plan will align with the interests and goals of the applicant and needs of the pharmacy department.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Efficient time management skills and the ability to manage multiple projects simultaneously; strong organizational skills; ability to prioritize work and work independently; team player who establishes working relationships with others; professional communication skills; computer skills with Microsoft Word and Outlook; and ability to work in a secure setting.

## Position 435103: Research Analyst

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** WRC

**Location:** Winnebago

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$16.25 - \$18.00

### **Job Description and Duties:**

Analyze Wisconsin Women's Resource Center (WWRC) programming and operational data from 2011 to present, prepare report reflecting data analytic outcomes. Work with WWRC Leadership to improve structure of IT Desktop folders and essential documents for WWRC. Collaboratively work with WRC Continuous Quality Improvement (CQI) Team to organize, review, analyze and report on Wisconsin Resource Center's (WRC) Pandemic Response data including development of WRC Annual Report. Assist WRC CQI Team on current IT and data analytic projects regarding structure/process development of WRC Electronic Health Record, analysis of WRC Staffing, Operations and improvement strategies.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of Windows based computer systems, Microsoft Office programs, SPSS, Tableau, Cerner Healthcare Record Systems and Local Area Network (LAN) connectivity, security and structure. Coursework and strong understanding of data analytic strategies related to univariate and multivariate statistical methods. Open and assertive interpersonal skills with willingness to work collaboratively with a variety of people to bridge information gaps regarding IT, data analysis and LAN frameworks to establish a collective understanding of objectives and plans. Willing to work with teams within WRC and establish a bigger picture understanding of the IT structure, IT programs and data analytic strategies to generate univariate and multivariate data results in a meaningful manner to internal and external stakeholders. Willing to participate in New Employee Training (NET) to learn basic safety, security practices and orientation as WRC/WWRC is classified as a prison providing mental health care to Wisconsin Department of Corrections (DOC) Persons in our Care (PIOC).

## Position 435104: Employee Engagement/HR Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DES

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Y - 3days/wk

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Provide administrative support for the DEPARTMENT OF HEALTH SERVICES 2022 Employee Satisfaction and Engagement survey. Major duties include: monitor schedules and timelines, create and facilitate meetings, coordinate approval of survey questions, and set up the survey and testing. Special projects in other HR focused areas including exit interviews, HR metrics, and remote work.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Excellent time management, communication, computer and customer services skills. Previous online survey experience and some data analysis skills using MS Excel are desirable. Ideal candidates will be enrolled in a business program with a human resource emphasis.

## Position 435105: COVID Program Analyst

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** CRRT

**Location:** Madison

**Expected Hours Per Week:** 32-40

**Eligible for Remote Work:** Y

**Pay Range:** \$16.25

### **Job Description and Duties:**

Assist with identifying program area and process improvement opportunities, preparation and presenting of testing program recommendations and conducting analyses of policy, fiscal, and programmatic outcomes. In addition, prepare reports, studies, and briefing papers, assist with the development, deployment, and evaluation of outreach strategies and plans across the testing team and initiatives to expand and support testing efforts that would increase health equity by helping entities currently engaging in or wanting to engage in testing. Lastly, research and analyze relevant data to inform work and outcome and support the Program and Policy Analysts, as well as the Testing Health Equity Specialists in duties as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Strong sense of collaboration and dynamic teaming with other stakeholders and teams

Strong analytical and critical thinking skills

Demonstrated ability to rapidly understand complex problems and identify, implement, and improve solutions

Ability to effectively interact with complex government administrations, individuals, or groups in a systemic manner in order to accomplish a task or assignment

Strong project and time management skills

Capable of managing multiple competing high-priority projects at the same time

Comfortable dealing with ambiguity and enjoy working on different problems every day

## Position 435106: Health Equity Youth Engagement Communications Specialist

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** OHE

**Location:** Madison

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

**Eligible for Remote Work:** unknown

**Pay Range:** \$16.25

### **Job Description and Duties:**

Develop and lead the creation of the Health Equity Youth Engagement Project which provides DEPARTMENT OF HEALTH SERVICES with a better understanding of communications strategies, messaging, and media that encourages youth to get involved with Public Health and Health Equity. Design, coordinate, and implement a strategy that promotes the understanding and support of Health Equity for younger populations. Design and create visually appealing graphics and communications products that promote key Office of Health Equity (OHE) messages and encourage youth engagement in topics related to public health. Develop a strategy to evaluate the effectiveness of the communications strategies. Participate in various OHE-wide and Office of Secretary Communications activities as assigned. Learn more about how communications, policy, and advocacy intersect.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Interest and experience in health justice, social issues, and principles of health equity. Knowledge and skill in verbal and written communication including presentation of complex, technical or sensitive information in a manner easily understood by a variety of individuals from underrepresented backgrounds. Experience working with underrepresented populations and/or youth organizations. Desire to learn about Health Equity, and the factors that impact health. Ability to exercise individual initiative and independent judgment in leading a report or project.

## Position 435107: IT Desktop Support

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DES

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$16.25

### **Job Description and Duties:**

Under the supervision of the Desktop Management and Support Section Chief, perform activities in support of DEPARTMENT OF HEALTH SERVICES operations. Duties include hands-on support of IT incidents, service requests, and change management requests relating to desktops, laptops, printers, wireless devices, and computer software. The primary focus of this position is to resolve technical problems and to assist customers with desktop applications, documents, and facilitate sharing information. The candidate must be focused on customer service, and have behaviors which display that attitude.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of Microsoft Windows, PC maintenance, technical support techniques, and procedures. Knowledge of problem management and service request systems. Knowledge of problem solving and conflict management techniques. Ability to multi-task, effective oral and written communication skills and customer service skills.



## Position 435108: Accreditation Assistant

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DPH

**Location:** Southern WI

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

**Eligible for Remote Work:** No

**Pay Range:** \$16.25

### **Job Description and Duties:**

The intern will work closely with the statewide training coordinator as the primary mentor. The intern will assist in administering the state certification exam that new applicants for lead supervisor, hazard investigator, inspector and risk assessor must pass in order to become fully certified to do that work. The intern will accompany the statewide training coordinator along on on-site training class audits and assist in completing associated reports and follow-up communication. The intern will assist the training coordinator in coordinating training sessions for applicants for lead risk assessor and inspector in the use of X-Ray Fluorescence (XRF) instruments and providing other technical assistance to the regulated community. The intern may also, as time permits, digitize program records for posterity and easy retrieval.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Valid Driver's License and ability to travel, proficient with computer software for email and word processing, and interest in one or more: regulatory/compliance issues, public health, adult education, outreach. Spanish fluency is preferred but not required.

## Position 435109: IS Technical Services Professional

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** SWC

**Location:** Union Grove

**Eligible for Remote Work:** No

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

**Pay Range:** \$16.25

**Job Description and Duties:**

The IT team would coach and mentor interns to build and deploy workstations, download software using distribution software, provide basic troubleshooting for desktop and peripheral equipment, move/deploy new and existing equipment, and help understand the basic concepts of local area network and wide area network equipment and monitoring tools.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of MS Windows 10 and MS Office 365 either through personal use or in an educational setting. They should possess a cursory knowledge of Apple IOS's for Ipads and iPhones. They should be eager to learn and enjoy being part of a team.

## Position 435110: Auditor Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** OIG

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The intern will 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 and other sources for BadgerCare and SSI Medicaid programs, Family Care program, and IRIS program. Results of the analysis will help protect against fraud, waste, and abuse to ensure the best care is being provided to Medicaid enrollees by protecting the taxpayers of Wisconsin. Additionally, there will be opportunities to assist with investigating and writing fraud referrals, pharmacy audits, network provider audits, presenting at quarterly program integrity meetings, and other various program integrity initiatives outlined in the teams' charters and work plans for the current calendar year.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability to analyze data and information in a variety of formats and draw appropriate conclusion. Ability to communicate professionally and provide excellent customer service while working with our partners. Ability to document results of analysis with a variety of stakeholders including presentations, charts, graphs, and written reports. Proficient with Microsoft Office suite.

## Position 435111: Groundskeeper

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** SWC

**Location:** Union Grove

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$12.49

### **Job Description and Duties:**

This position performs a variety of grounds keeping activities throughout the summer to maintain and improve the grounds, roadways, recreational trails, lawn areas, trees/shrubs and sidewalks of the Southern Wisconsin Center facility. Responsibilities include lawn care, landscaping, maintenance of roadways, parking lots, sidewalks, and fences. This position also performs preventative/corrective maintenance to grounds equipment and fleet vehicles as needed. This position will also give you the opportunity to assist and shadow our skilled trades (plumber, steamfitter, electrician, carpenter, painter) and our other repair workers.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

This position requires a valid Wisconsin driver's license. Desired candidates will have the ability to operate UTV's, hand and riding mowers, weed cutters, hand and power tools with knowledge of safe operation and the ability to observe/learn all safety precautions. Candidate must have the ability to work from ladders, stretch, consistently lift up to 70 pounds, and spend long hours on commercial mowing equipment. The candidate will have knowledge or the ability to learn how to inspect, clean, and perform routine maintenance on grounds keeping equipment.

## Position 435112: Psychological Services Assistant

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** SWC

**Location:** Union Grove

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

**Eligible for Remote Work:** No

**Pay Range:** \$15.25

### **Job Description and Duties:**

Assist Psychological Associates or Psychologists to design, develop, implement, and coordinate psychotherapeutic treatment and training programs designed to facilitate the affective, social, and cognitive growth of the residents diagnosed with intellectual disabilities and mental health disorders. Further assist the Psychology Department with complex psychological evaluations, assessment of mental health symptoms, behavioral assessments, and integrated treatment plan development.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability to work cooperatively with others on a team or independently. Interested in learning about mental health disorders, maladaptive behaviors and intellectual disabilities. An interest in wanting to learn regulations, client rights, psychotherapeutic methods and techniques including behavior modification techniques.

## Position 435113: Recreational/Music/Art/Vocational Therapy Assistants

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** SWC

**Location:** Union Grove

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

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Assist with the assessment, planning, implementing, evaluating, and coordinating of a variety of life skill activities through Recreational, Music, Art, or Vocational disciplines for clients with intellectual disabilities and mental health disorders. Assist the Social Services Director, Qualified Intellectual Disability Professionals, Behavior Treatment Directors, Treatment Coordinator, or Therapy Department (PT, OT, Speech, Rec, Art, Music) with special projects as requested.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability to work cooperatively with others. Interested in learning about mental health disorders and intellectual disabilities. An interest in wanting to learn about being creative with programs and how to adapt activities to the individual's needs (e.g. horticulture, science, community outings, adaptive sports, etc.).

## Position 435114: Qualified Intellectual Disability Intern & Case Manager

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** SWC

**Location:** Union Grove

**Eligible for Remote Work:** No

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

**Pay Range:** \$16.25

### **Job Description and Duties:**

Assist the Qualified Intellectual Disability Professionals (case managers) with coordinating the development of comprehensive functional assessments and individual program plans, monitoring and integrating resident programs so as to ensure continuous active treatment, conducting special staff training, monitoring all aspects of the residents Individual Program Plan, ensuring appropriate staff address areas of concern, documenting and monitoring documentation of resident treatments, and preparing related reports.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of interdisciplinary team process and basic case management. Ability to work cooperatively with others on a team or independently. Interested in learning about mental health disorders and intellectual disabilities. An interest in wanting to learn State and Federal regulations, client rights, active treatment programs, and case management tasks and responsibilities.

## Position 435115: Pharmacy Team Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** WMHI

**Location:** Winnebago

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Under the supervision of the Pharmacy Director this position provides support to the Winnebago Mental Health Institute (WMHI)/Wisconsin Resource Center (WRC) Shared Services Pharmacy team. This position requires an independent worker who is interested in business operations, accreditation standards, and project work. The pharmacy administrative assistant will learn the day to day operations of the pharmacy department and assist with medication deliveries, returning medications to stock, yearly inventory, and project work. Project work and training plan will align with the interests and goals of the applicant and needs of the pharmacy department.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Efficient time management skills and the ability to manage multiple projects simultaneously; strong organizational skills; ability to prioritize work and work independently; team player who establishes working relationships with others; professional communication skills; computer skills with Microsoft Word and Outlook; ability to work in a secure setting and attention to detail.



## Position 435116: Nutrition Project Assistant

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** WMHI

**Location:** Winnebago

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

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$15.37

**Job Description and Duties:**

Applicant will process diet orders, complete and maintain diet food production records, participate in the Nutrition Services department Quality Improvement projects and assist the Clinical Dietitians in patient assessments, nutrition counseling and staff training.

**Preferred Knowledge, Skills and Abilities (KSA's):**

The intern shall be dependable, detail-oriented, efficient, adaptable to changing needs, and works collaboratively with others. Experience working with any food service software program would be preferred.

## Position 435117: Nurse Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** WMHI

**Location:** Winnebago

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$20.56

**Job Description and Duties:**

Interns will work with Winnebago Mental Health Institute (WMHI) nursing staff to experience floor nursing in a psychiatric setting. Pass medications and perform assessments under supervision of a registered nurse. Assist Psychiatric Care staff with direct patient care. Must be CNA certified and have completed at least one semester of clinical education within a nursing program.

**Preferred Knowledge, Skills and Abilities (KSA's):**

CNA certification required.

## Position 435118: Volunteer Services Museum Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** WMHI

**Location:** Winnebago

**Expected Hours Per Week:** 25

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Under the supervision of the Volunteer Services Coordinator, the primary focus of work will be updating the collections management database to accurately reflect Museum artifact inventory. Assist with an assessment of site collection management practices and implementation strategies designed to improve collections stewardship. Guided by museum procedures, provide and oversee basic cleaning of the collections and exhibits, preparing them for storage or display. Goals and Projects: Assist in organizing Museum archives using PastPerfect 5.0 software. The Museum receives many documents and hospital artifacts on a regular basis from Winnebago Mental Health Institute which need to be processed and stored, work with the Volunteer Coordinator and Museum Steering Committee to create new Museum exhibits and ensure all collections documentation (including maps, photographs, negatives, slides, etc.) are stored according to the museum's policies and procedures.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of social history; ability to perform professionally accepted museum cataloging processes and data entry; research skills to document site collections and establish historical significance. Knowledge and ability to develop and install exhibits; excellent written communication skills; ability to lift and carry 30 pounds and have the physical dexterity and flexibility necessary to work in both an office environment and a historic site/museum environment; ability to use computer applications, such as Microsoft Office Suite and PastPerfect; and highly developed organizational skills and attention to detail.

## Position 435119: Policy and Equity Specialist

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$16.25

### **Job Description and Duties:**

Provide analysis and regular written and verbal status updates for projects, especially with an equity lens for various initiatives for the Division of Medicaid Services (DMS). Assist with drafting clear, concise and complete reports and work plans, and assist with development of plans, meeting planning and facilitating for policy and equity related initiatives. Provide recommendations and written options, including presentation and discussion with management and other stakeholders on next steps. Review efforts of DMS Equity and Inclusion Committee, including project work groups, and provide support to policy and practice. Attend and participate in meetings and work groups; reach out and communicate with subject matter experts for input into the projects and document the current state, including gaps and potential options for implementing change. Gather information and roll up for management review and assist in determining the appropriate next steps with an analysis of current programs and policies. Support committee members with project planning, scheduling and development of action items for implementing recommendations and monitoring/evaluating progress. Work with and take direction from leadership from the Division of Medicaid Services Administrator's Office (DMS AO) policy advisor on ongoing projects, including member focused improvements, race and ethnicity demographic initiative, language and translation services for members, and others. Work with DMS AO policy advisor on American Rescue Plan Act (ARPA) funded projects and grant implementation, including support of home and community based services.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Working towards degree in business, public administration, political science and other related majors. High levels of respect and professionalism towards others. Strong interest in government policy and quality improvement, and highly motivated to apply an equity lens to projects and initiatives. Ability to apply lived experience to analysis and approach to making policy improvements. Have a demonstrated commitment to advancing social and/or racial justice progress. Experience with project management concepts preferred but not required. Strong interest in working with leadership and management to support division wide initiatives. Skill in using Outlook, Zoom, Word, Excel and computer software to carry out daily activities. Ability to work remotely, including access to Internet connectivity for meetings. Ability to work

with others closely at times and other times with increasing independence as skills are developed. This includes working with a variety of employees, from admin and staff level to front line managers and top executive management. Strong oral and written communication skills, and ability to follow written and oral direction and instructions. Ability to exercise good judgment and collaborate with others in a clear, respectful, and cooperative manner. Knowledge of Medicaid policy law and regulation preferred but not required.

## Position 435120: Program and Policy Analyst Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 20

**Pay Range:** \$16.25

### **Job Description and Duties:**

The Program and Policy Analyst (PPA) intern will initially be tasked with shadowing program staff in the normal course of business. The intern will be invited to participate in training activities to learn more about the current systems in place and to provide context for programs administered by the office. This individual will be assigned short-term projects related to programs housed within the Bureau of Children's Services and based on their areas of interest. We seek an individual with a positive attitude and genuine enthusiasm for being a part of both program and policy development serving children with delays or disabilities and their families. The PPA intern will also assist in identifying the implications of policy and/or issue options for the purpose of developing recommendations which is an important part of our bureau's work.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The PPA should have 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. He/she should be organized and able to work independently, but feel comfortable asking for help from a team when needed. In addition, this person should be someone who can analyze data, gather stakeholder feedback and is interested in learning basic project management skills. The candidate should also be comfortable accumulating data and assessing policy or issue alternatives from a variety of sources. Ability to analyze policies affecting Medicaid programs; draft policy recommendations; prepare issue papers on assigned topics and subject areas; and participate in selected work groups and committees. Basic computer data entry skills; excellent reading comprehension and research paper composition; maintaining personal information and private records confidentiality; website management; verbal and written communication; project outreach and interviewing skills; experience in Microsoft Word; Excel, Power Point and Outlook calendaring.

## Position 435121: Access Program and Policy Analyst

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$16.25

### **Job Description and Duties:**

The Access Program and Policy Analyst (PPA) will initially be tasked with shadowing program staff in the normal course of business. The intern will be invited to participate in activities to learn more about the current systems in place and to provide context for access and intake related operations. This individual will be assigned short-term projects related to programs whose eligibility is governed by the Children's Functional Screen, and assist with long term initiatives such as Children's Program Intake Platform (CPIP) Statewide and Katie Beckett Disability Transition. The Access PPA intern will work closely with the Access & Intake section's Access PPA on project and initiative support, as well as on standard operating procedures across our section's functional areas. The Access PPA will also assist in identifying the implications of policy and/or issue options for the purpose of developing recommendations to their section manager and to bureau leadership.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

We seek an individual with a positive attitude and genuine enthusiasm for being a part of policy, operations, and program development serving children with delays or disabilities and their families. The Access PPA should have 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. They should be organized and able to work collaboratively with busy team members. In addition, this person should be someone who can analyze data, gather stakeholder feedback, and is interested in learning basic project management skills. The candidate should also be proficient in developing written materials for a variety of audiences. Ability to analyze policies affecting Medicaid programs; draft operational guides and workflows; draft policy recommendations; prepare issue papers on assigned topics and subject areas; and participate in selected work groups and committees. Basic computer data entry skills; excellent reading comprehension; maintaining personal information and private records confidentiality; verbal and written communication; project outreach and interviewing skills; experience in Microsoft Word; Excel, Power Point and Outlook calendaring.

## Position 435122: Medicaid Provider Data Analyst

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$16.25

### **Job Description and Duties:**

This intern will conduct 'audit activities (e.g., calling providers) to verify provider availability, design and implement surveys, support execution of surveys to members, providers, etc. (e.g., phone calls, survey tool testing, data analysis), perform data analysis and clean-up to support network adequacy evaluation activities, participate in stakeholder engagement activities and act as a scribe as needed, taking and distributing meeting minutes.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Excellent skill in written and oral communications, MS Office Suite with focus on Excel, Word, and PowerPoint. Experience with data formatting/clean-up and working in a professional office setting preferred.



## Position 435123: Medicaid Long Term Care Policy Analyst

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The intern will conduct 1-2 bed adult family home oversight, work on American Plan Rescue Act (ARPA) projects, perform data analysis on AFH and ARPA project, act as a scribe as needed, taking and distributing meeting minutes, drafting policies and develop tracking tools and involved in stakeholder engagement and communication.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Excellent skill in written and oral communications, MS Office Suite with focus on Excel, Word, and PowerPoint. Experience with data formatting/clean-up and working in a professional office setting preferred.

## Position 435124: Program Coordinator Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Division of Medicaid Services, Bureau of Benefits Policy (BBP) is interested in hiring a program coordinator intern. Initially, the intern will shadow program staff in the normal course of business. The intern will be invited to participate in training activities offered to program staff, which will provide the intern with the opportunity to learn more about the systems in place and BBP's programs. The intern will be assigned short-term projects related within daily operations of BBP. For example, the intern may be asked to document work processes, create policies and procedures, and develop quality checklists. The intern's interests will be taken into account when the supervisor assigns projects.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

BBP seeks an intern with a positive attitude and a genuine interest in Wisconsin Medicaid. BBP requires an intern who is organized and proficient in Microsoft office. Additionally, the intern needs critical thinking and issue-spotting skills; strong communication skills, both written and verbal; and the ability to convey complex information to a lay audience. The intern must be able to work independently and with others. An interest in quality and process improvement is helpful, but prior experience is not required.

## Position 435125: Program Coordinator Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 20-30

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

Division of Medicaid Services, Bureau of Benefits Policy (BBP) is interested in hiring a program coordinator intern. Initially, the intern will shadow program staff in the normal course of business. The intern will be invited to participate in training activities offered to program staff, which will provide the intern with the opportunity to learn more about the systems in place and BBP's programs. The intern will be assigned short-term projects related within daily operations of BBP. For example, the intern may be asked to document work processes, create policies and procedures, and develop quality checklists. The intern's interests will be taken into account when the supervisor assigns projects.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

BBP seeks an intern with a positive attitude and a genuine interest in Wisconsin Medicaid. BBP requires an intern who is organized and proficient in Microsoft office. Additionally, the intern needs critical thinking and issue-spotting skills; strong communication skills, both written and verbal; and the ability to convey complex information to a lay audience. The intern must be able to work independently and with others. An interest in quality and process improvement is helpful, but prior experience is not required.

## Position 435126: Medicaid Quality Analyst

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Remote/Madison

**Expected Hours Per Week:** 20-30

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The intern will be tasked initially with shadowing program staff in the normal course of business. The intern will be invited to participate in training activities offered to program staff, to learn more about the current systems in place and to provide context for programs administered by the office. The intern will be assigned short-term project work related to compiling, reviewing, and communicating quality data about Medicaid long term care and managed care programs used to develop annual scorecards, develop policy, and create program documentation. The intern may have other ad hoc quality and health equity assignments.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

We seek an intern with a positive attitude and a genuine enthusiasm for being a part of Division of Medicaid Services program. We require an intern who is proficient in MS office. The intern should have critical thinking and analysis skills. We prefer an intern who has strong communication skills - both written and verbal - and the ability to convey complex information to a lay audience. The intern should be organized and able to work independently and remotely, but feel comfortable asking for help from a team when needed. This position will assist with data compilation from different sources, develop ratings for a program scorecard, validating information, and drafting communications or providing input on policy development. An interest in quality improvement and data is helpful but prior experience is not required.

## Position 435127: Claims System Support

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DMS

**Location:** Madison

**Expected Hours Per Week:** 20-24

**Eligible for Remote Work:** No

**Pay Range:** \$16.25

### **Job Description and Duties:**

The intern will assist in reviewing and drafting documentation, researching, participating in meetings and the system development life cycle. The work will include multi-tasking between various projects and assisting the team with responsibilities as needed. The intern will understand the overview of the Medicaid Management Information System and how Division of Medicaid Services (DMS) works with its vendors.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

We seek an intern with the ability to perform technical writing, multi-task, excellent organization and computer skills and knowledge about data systems.

## Position 435128: Management Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** CWC

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$15

### **Job Description and Duties:**

Under the supervision of the Central Wisconsin Center (CWC) Quality Improvement Coordinator, the Management Intern will 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. The Management Intern will provide project support services in priority areas such as staff recruitment and retention, training curriculum design, and work flow improvements as well as assisting in proactively improving quality through regulatory compliance all while using an equity lens.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The candidate will have the ability to use computer software (Power Point, Word, Excel, Outlook) as well as have good organizational skills to assist with conducting research through Internet searches and using online database tools. Ability to evaluate and complete data analyses as well explain their findings. The candidate will have excellent verbal and written communication skills, experience in creating presentations as well as have good interpersonal skills which will assist them to work with individuals from varied professional backgrounds and at different levels (from front-line staff to senior leaders). The candidate will have the ability to work both independently and on a variety of teams.

## Position 435129: Recreational/Vocational Program Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** CWC

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$11 - \$15

### **Job Description and Duties:**

Under the supervision of the Deputy Director or Residential Unit Director(s), the Activity Helpers will assist in implementing recreational and leisure activities with CWC residents. This may include assisting with activities on-grounds or in the community. Activity Helpers work alongside recreational and/or resident living staff in providing person-centered programming which address resident goals and meet the leisure, social, and recreational needs of residents. Activity Helpers will communicate program and resident specific information to the unit Recreation Therapist, Therapy Assistants and Resident Care Supervisors and will assist with activity preparation, planning, set-up and clean-up.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

This position requires strong communication skills and the ability to work cooperatively within a team driven environment. Activity Helpers must have the ability to work independently, as well as follow written and verbal instruction. Candidates for this position must demonstrate a desire to work with individuals with intellectual/developmental disabilities and demonstrate interest in providing active treatment through recreational or leisure activities.

## Position 435130: Landscape Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** CWC

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$16.38

### **Job Description and Duties:**

Under the supervision of the Central Wisconsin Center (CWC) Director and in cooperation with the Facility Grounds Supervisor, the Landscape Design Intern will research, evaluate and make recommendations for environmental improvements and equipment needed to enhance accessibility required to support individuals to utilize outdoor spaces for recreation, social experiences and therapeutic interventions.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The candidate will have the ability to work with a variety of stakeholders to conduct surveys, assessments and site inspections. The candidate will have knowledge of ecological conditions that affect landscape design and landscaping installations, knowledge of or ability to research local codes and regulations pertinent to landscape design recommendations and installations, skill in drawing and sketching plans to scale and knowledge of material and labor costs or ability to research to provide recommendation and cost estimates. Candidate will have the ability to use related computer software, good organizational skills, be able to complete data analyses as well explain their findings. The candidate will have excellent verbal and written communication skills, have experience in creating presentations as well as have good interpersonal skills which will assist them to work with individuals from varied professional backgrounds and at different levels (from front-line staff to senior leaders). The candidate will have the ability to work both independently and on a variety of teams.



## Position 435131: Dietitian Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** CWC

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$14.25 - \$15.37

### **Job Description and Duties:**

Under the supervision of the Central Wisconsin Center (CWC) Food Service Administrator and in cooperation with the Food Service Managers, Registered Dietitian and Dietetic Technician Registered, the Dietetic Intern will focus on technology used within food service. The intern will gain experience with food service software systems and working on standardizing data entries in order to enhance the applications usefulness and reduce the areas of risk.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The candidate will have the ability to work with a variety of employees to gather needed information and complete analysis of flow of information within the food service departments. The candidate will ideally be a student enrolled in a dietetics or dietetic technician program. The candidate will have knowledge of food service operations, nutrition, and medical nutrition therapy. The intern will have computer, math and organizational skills, attention to detail and the ability to use related computer software. The candidate will have excellent verbal and written communication skills, as well as have good interpersonal skills which will assist them to work with individuals from varied professional backgrounds and at different levels (from front-line staff to senior leaders). The candidate will have the ability to work both independently and on a variety of teams.

## Position 435133: Power Plant Operator

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** SWC

**Location:** Union Grove

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$14.25 - \$17

### **Job Description and Duties:**

These positions operate, service, and maintain combination oil and gas fired high pressure steam generators and associated equipment such as boiler feed and condensate pumps, emergency generator, water softeners, de-alkalizers, reverse osmosis system, and chemical feed pumps. There are routine written reports on boiler operation, water quality tests, meter readings, water well operation, and other equipment functions. The candidate will shadow and assist full time staff with daily assignments.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Desired candidates will have experience performing general maintenance and repairs utilizing basic power tools and hand tools and/or the ability to learn how. Training and/or experience with general safety practices and any experience performing basic maintenance repairs is desired.

## Position 435134: Diversity and Inclusion Policy Analyst Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** OIG

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The policy analyst intern, depending on skill levels and abilities, will report directly to the Inspector General to aid in the creation of diversity and inclusion based principles for the Office, assess if these principles are naturally occurring through office operations, and identify how the principles can be consistently applied the various program integrity responsibilities of this office. This position will aid the provider and beneficiary based teams to evaluate if their practices or actions are inadvertently or disproportionately impacting communities of color through the assessment and review of various case audits, data analysis, and documentation review. This position will aid in reviewing OIG communications, including notices and educational materials, to ensure they are more inclusive for various populations and audiences. This position will be matrix across OIG to support the various Sections, and will collaborate with other Diversity staff across DEPARTMENT OF HEALTH SERVICES to identify strategies, methods, and other best practice tools to support these efforts.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The desired candidate should have background experience and training in a diversity or health disparities based role. Specifically, the desired candidate should have skills which will aid in supporting or facilitating projects that improve diversity and inclusion in the workplace. The candidate will have skills in researching operational documentation and policies to identify areas that may restrict or negatively impact populations of color, and experience compiling data and metrics to recognize trends. The candidate should have experience promoting diversity and inclusion efforts through the creation and implementation of project initiatives that address communications, event planning, and presentations.

## Position 435135: Auditor Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** OIG

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The audit intern, depending on skill levels and abilities, will provide assistance on a number of projects for which the Internal Audit Section is responsible, including audits, investigations, risk assessments, research, database management, developing resource materials and compiling manuals in accordance with Standards for the Professional Practice of Internal Auditing (SPPIA). The duties may include performing selected assignments such as internal audits, consulting engagements or fraud investigations performed by the Internal Audit Section; assisting in department risk assessment, assisting in developing Internal Audit Section materials, guidance and manuals in accordance with industry standards and best practices; and assisting in developing scripts for computer-assisted auditing techniques (CAATS) to be used in the analysis of data and sample selection during audits.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The desired candidate should have: a knowledge of auditing standards and accounting principles generally accepted in the United States; the ability to research and evaluate audit and other financial management information in laws, regulations, industry journals and professional publications and standards; and the ability to effectively communicate, both orally and in writing, on results of assignments to Section Chief and other Department staff. In addition, the intern should be able to work effectively as a member of a team, and be competent in Microsoft Office programs.

## Position 435136: Data Analyst Assistant

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** OIG

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

The position will be housed in the Office of the Inspector General (OIG) in the Business Intelligence and Research Section (BIRS). This position will be tasked with process documentation and process improvement with a focus on assisting the team responsible for data analytics as well as work in data visualizations to assist the OIG in making data driven decisions. This position will show flexibility in assignment to allow for advancing the BIRS section, in assisting with process organization, development, and documentation while also providing assistance or leading the development of visual story telling with data.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

A wide range of skills will be useful in this position. Knowledge or experience with process development and data visualization or data storytelling will lead to quality outcomes. The OIG leverages multiple programs in data storytelling and process development. Programs that the user will encounter include VISIO, Excel (with Power Pivot), Tableau and Business Objects. This position requires proficiency in the standard Microsoft suite. During the course of the work in this position, an understanding of the SQL Query language would be beneficial in understanding processes, but use of SQL query writing may be limited due to the duration of the internship. Other beneficial skills include statistical analysis, LEAN training or similar and knowledge of process mapping.

## Position 435137: Quality Assurance Program Specialist

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DCTS

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.25

### **Job Description and Duties:**

This position would be responsible for assisting the program staff with project that included evaluation and review of a client-level data to ensure contractor adherence with state laws and program standards. Through program/client data review, this position would help assess program effectiveness; develop quality assurance standards to ensure compliance with requirements; improve the quality of the program by conducting analyses based on individual client file review, gathering and evaluating data and information; develop plans, and reports and recommendations.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The ideal candidate is analytical, has excellent attention to detail, has advanced problem-solving and decision-making skills. This candidate should possess excellent written and verbal communication skills, ability to multitask and manage time. Experience and interest in team work and collaboration is a must. Additionally the candidate should be proficient in use of Microsoft Office and online meeting platforms such as Zoom. Experience using online survey software to build surveys and analyze data is preferred. The ideal candidate will have an interest in quality assurance/improvement related to mental health, substance use, and criminal justice populations (though there will be no direct work with individuals in our programs).

## Position 435138: Records/Forms Management Specialist

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DQA

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$15.25 - \$18

**Job Description and Duties:**

This position will review and revise as needed record retention/disposition authorization. Work with supervisor on a procedure for annual review and destruction of records. Work in file center to box records for destruction. Use reporting mechanism to report on record disposition. Work on small teams to design new forms or revise obsolete forms. Work with forms coordinator on form revision or development requests.

**Preferred Knowledge, Skills and Abilities (KSA's):**

We seek an intern with strong organizational skills and attention to detail. Must have strong computer skills including Microsoft Word, Excel, PowerPoint. Ability work on a team to meet goals and deadlines. Ability to lift and carry up to 20 pounds of record files.

## Position 435139: Records Management and Licensing Intern

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DQA

**Location:** Madison (with some travel to Green Bay office)

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 20

**Pay Range:** \$14.25 - \$15

### **Job Description and Duties:**

These positions will provide records management, Assisted Living license application support, and general office support. Duties include supporting the Going Green records initiative which includes reviewing, collating, editing, transferring, filing, and destruction of paper records in accordance with state record retention requirements. Assist with preparation and review of Assisted Living license applications to include hard copy submission review, preparation, scanning, copying, filing, and mailing of documents; customer, provider, and public support/outreach via phone and e-mail; and general office support tasks for BAL projects to include developing and tracking project agendas, setting up on-line and in person project meetings, taking, editing, and disseminating meeting notes; assisting in the set up and running of in-person meetings; project research; and general office support tasks such as copying, scanning, and filing as required.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Excellent written and oral communication skills; proficiency with computers and use of Microsoft Office software (Word, Excel, Outlook, Edge, PowerPoint, etc.) and virtual meeting software (Zoom, Teams, etc.); excellent customer service skills/experience and ability and willingness to professionally communicate with partner agencies, providers and the public via phone and email; experience using general office equipment (copiers, scanners, shredders, etc.); attention to detail and ability to understand and follow regulatory requirements, confidentiality requirements, and follow written/verbal instructions; project management skills; able to multi-task; able to work independently and in a team environment; valid Wisconsin Driver License and willingness/ability to utilize own transportation to travel to/from state offices in the Madison metro area and other state regional offices (Green Bay) if required.



## Position 435140: Quality Assurance Program Specialist

**Agency:** DEPARTMENT OF HEALTH SERVICES

**Division:** DQA

**Location:** Madison

**Eligible for Remote Work:** Yes part-time

**Expected Hours Per Week:** 40

**Pay Range:** \$16.25 - \$18

### **Job Description and Duties:**

These positions provide quality oversight and leadership for the review and analysis of policies and procedures for issues related to the delivery of care (e.g., social services, activities, and specialized services), resident rights, and statutory caregiver misconduct, licensing, and certification activities for Division programs. Collaborate with DQA managers and staff and Centers for Medicaid Services on ongoing issues related to survey protocol, citing practices, and principles of documentation for Division programs. Research, prepare and provide Division management with interpretations of state and federal health care provider regulations related to the assigned issues. Provide technical support and consultation to Division staff and management, as well as other bureaus within the department regarding professional application of state and federal regulations related to assigned issues. Respond to correspondence and inquiries regarding the Division's policies and procedures concerning assigned issues. Identify concerns, recommend solutions, and provide consultation and technical assistance related to care delivery, resident rights, Medicare/Medicaid reimbursement and surrogate decision-making.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

We seek interns with an interest in ensuring quality health care who possess critical thinking, research, and analysis skills. Must be able to communicate effectively orally and in writing and establish positive working relationships with a variety of stakeholders. An interest in quality improvement and data is helpful but prior experience is not required. Knowledge of management of information systems and personal computer hardware and software.

## Department of Transportation (DOT)

### Position 395101: Auditor (Financial Specialist - Senior)

**Agency:** DEPARTMENT OF TRANSPORTATION

**Division:** Division of Business Management

**Location:** Madison

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

**Eligible for Remote Work:** Yes - 60%

**Pay Range:** \$16 - \$18.69

#### **Job Description and Duties:**

The LTE position will serve as an Financial Specialist assisting other auditors within the Audit Unit of the Audit and Contract Administration Section. The Audit Unit verifies the accuracy and determines the integrity and propriety of cost or other data in which the Department has an interest. The position will perform preliminary project audit work and assist senior staff in evaluating financial statements, performing audits or other attestation engagements, or other analytical procedures.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Knowledge of General Accepted Accounting Principles (GAAP) for private enterprise, government, and/or private not-for-profit organizations.
2. Knowledge of Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS).
3. General knowledge of accounting practices as related to audited industries.
4. Knowledge of data processing systems, personal computers, main frame inquiry, and various data processing software packages.
5. Ability to perform basic audit work and give technical advice in specialized phases of contract and grant accounting.
6. Ability to establish and maintain effective working relationships with team members, licensed Public Certified Accountants and other stakeholders.
7. Ability to analyze reports, financial statements, and other materials pertinent to the determination of fiscal practices and results.
8. Ability to utilize effective verbal and written communication skills with customers and team members.

## Position 395102: IS Resources Support Tech - Entry

**Agency:** DEPARTMENT OF TRANSPORTATION

**Division:** Division of State Patrol/Badger TraCS Unit

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$13 - \$15.37

### **Job Description and Duties:**

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.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- 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 395103: IT Support Technician

**Agency:** DEPARTMENT OF TRANSPORTATION

**Division:** Division of Business Management

**Location:** Madison or Waukesha

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$17 - \$22

### **Job Description and Duties:**

This position assists consumers of DOT IT services to resolve basic technical support issues related to hardware, software, associated peripheral equipment, and user password related inquiries. In addition to providing support to customers, this position will assist with general IT Asset management functions, inventory, delivery, and installation of IT Hardware and software, , maintenance, and problem resolution of IT devices, software, and operating systems. This position will assist in the maintenance of the support knowledgebase, and documentation. This position maintains a strong customer focus, attention to detail, prioritization, and utilizes effective communication.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. General knowledge of personal computer operating systems including Microsoft Windows 10
2. General knowledge of personal computer software applications including Microsoft Office (Access, Excel, Outlook, Word, and PowerPoint), Adobe Acrobat, etc.
3. General knowledge of installation of computer hardware, software, and PC components and peripheral devices (printers, copiers, scanners, etc.)
4. General knowledge of IT inventory processes and systems
5. Ability to successfully communicate technical concepts to various stakeholders, vendors, and customers, including those from a non-technical background
6. Ability to isolate, recognize, analyze, troubleshoot and effectively resolve problems in a timely and organized manner
7. Ability to multi-task in a fast-paced team-oriented environment
8. Skill and ability to provide a positive and efficient customer service experience

## Position 395104: Program and Policy Analyst

**Agency:** DEPARTMENT OF TRANSPORTATION

**Division:** Division of Budget and Strategic Initiatives

**Location:** Madison

**Eligible for Remote Work:** Yes but some in-office required

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

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

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. The intern will be supervised by the Division Administrator and will work closely with staff in the Division.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Strong organizational skills.

Time and task management skills.

Verbal and written communication skills.

Ability to work independently.

Ability to work 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 395105: Railroad Crossing Inspector

**Agency:** DEPARTMENT OF TRANSPORTATION

**Division:** Division of Transportation Investment Management

**Location:** Madison - statewide travel required

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$14

### **Job Description and Duties:**

This position provides railroad support activities statewide. This position is primarily responsible for performing railroad grade crossing field survey and program coordination associated with the STH Rail Crossing Repair Program. This position will also perform other rail coordination related duties as assigned by the Supervisor. This position works as part of a team that provides rail support for the entire state. Data gathered and interpreted by this individual will be fundamental to programming of crossing surface repair projects in the department's program. Work schedule may vary and occasional work-related overnight travel may be required.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Ability to communicate effectively, and to establish and maintain effective working relationships with personnel within the Region, railroad companies, municipalities, Central Office, and consultants.
- Problem-solving, decision-making, and negotiating skills.
- Understanding of processes and procedures used in GPS data collection, data editing and map composition. Strong math skills and ability to perform and check more complex computations. Able to read and assist in the development of project plans.
- Ability to operate electronic level, range distance finder, electronic measuring wheel and various other field tools.
- Strong interpersonal and communication skills. Good business writing skills.
- Good time management and workload prioritization skills.
- Knowledge of various software programs.
- Strong computer skills.
- Strong attention to detail.
- Strong organization and time management skills.

## Public Service Commission (PSC)

### Position 155101: Office Operations Associate

**Agency:** PUBLIC SERVICE COMMISSION

**Division:** Division of Business Operations and Office Management

**Location:** Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$13

#### **Job Description and Duties:**

This position assists with the Public Service Commission's (PSC) financial operations. The PSC's Bureau of Financial Services (BFS) is responsible for day-to-day operations of the agency, including revenue and expenditure processing, utility assessments, budgeting, procurement and fiscal management for federal and state grants. Assigned tasks will vary depending on the selected applicant's skills and interests.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Demonstrated experience developing Microsoft Excel spreadsheets
- Ability to analyze complex information in a logical manner to reach independent conclusions
- Interest or experience in financial services or auditing
- Excellent verbal and written communication skills
- Good organizational skills

## Position 155102: Energy Project Coordinator

**Agency:** PUBLIC SERVICE COMMISSION

**Division:** Office of Energy

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$14

### **Job Description and Duties:**

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. Project Coordination for open grant and technical support programs. The project coordinator will work closely with the team to define an ongoing task list and follow-up on the delivery and status of those project tasks. This work may include gathering and compiling data from grant applications and supporting the team in providing timely correspondence to grant applicants.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Demonstrated experience developing Microsoft Excel spreadsheets
- Ability to analyze complex information in a logical manner to reach independent conclusions
- Excellent verbal and written communication skills
- Good organizational skills



## Position 155103: Non-Profit Grant Analyst and Storyteller

**Agency:** PUBLIC SERVICE COMMISSION

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

**Location:** Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$16 - \$16

### **Job Description and Duties:**

The analyst will support the Bureau of Broadband, Digital and Telecommunications Access (BDATA) in the Division of Digital Access, Consumer and Environmental Affairs (DACEA) by reviewing and summarizing reports from the Non-Profit Access Grant Program. This will include analyzing data the bureau has on-hand, but also reaching out and connecting to past, and possibly current, grantees. The analyst will then create a report highlighting the work of the grant recipients and make recommendations based on the analysis conducted.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Classes, coursework, or work experience in non-profit administration or leadership, data science/data analysis, , public administration, public policy or a related field
- Excellent verbal and written communication skills
- Good organizational skills
- Ability to analyze complex information in a logical manner to reach independent conclusions
- Ability to develop and write a report for management and external stakeholders
- Cultural competence and ability to interview non-profit staff and diverse clients of programs funded by the Commission

## Position 155104: Regional Markets Policy Analyst

**Agency:** PUBLIC SERVICE COMMISSION

**Division:** Division of Energy Regulation and Analysis

**Location:** Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$16

### **Job Description and Duties:**

This position is responsible for policy and program support, analysis, and development on significant regional energy market issues including but not limited to areas of demand response and technology; markets and tariffs; resource adequacy and reliability; distributed energy resources and distribution planning; transmission cost allocation; and transmission planning in the Public Service Commission of Wisconsin (Commission), Division of Energy Regulation and Analysis (DERA), Bureau of Energy Markets and Electric Infrastructure (BEMEI), Office of Regional Markets (ORM).

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Skill in the use of standard office computer applications, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel).
2. Skill in making presentations and presenting reports
3. Ability to communicate effectively orally and in writing, including the ability to present complex technical and policy material to diverse audiences such as Commissioners, natural gas and electric utilities, media, stakeholders, policy-makers, and the general public in a clear, concise, and correct manner with divergent audiences on adversarial topics.
4. Ability to work collaboratively and effectively in a multi-disciplinary team environment.
5. Ability to establish and maintain effective working relationships with Commission, management, co-workers and external stakeholder groups, including utility representatives, staff from other state, regional, and federal regulatory agencies, consultants, representatives of consumer and environmental groups (interveners), members of the general public (utility customers), and other regulatory commissions.
6. Ability to interpret statutes, administrative rules, tariffs, Commission orders, and decisions pertaining to electric utility regulation.

## Position 155105: Water Data Scientist Intern

**Agency:** PUBLIC SERVICE COMMISSION

**Division:** Division of Water Utility Regulation and Analysis

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 10 to 40

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

This position assists with implementation of the Public Service Commission's (PSC) statewide water utility regulatory program. The PSC's program is one of the few programs nationwide to provide economic regulation of municipal water utilities. The PSC works to ensure the state's 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 over 575 water utilities annually. The PSC also approves utility rates and construction projects and maintains a comprehensive database of water utility rates. 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 Knowledge, Skills and Abilities (KSA's):**

- A bachelor's degree or coursework 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
- Experience working with data visualization, GIS tools is a plus
- 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

## Department of Safety and Professional Services (DSPS)

### Position 165101: Visual and Social Communications Intern

**Agency:** DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

**Division:**

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 20

**Pay Range:** \$15 - \$18

#### **Job Description and Duties:**

This position supports communication efforts through web design, visual design, and social media creation. The position will help transition web pages to new templates and otherwise refresh current web content. This 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 Knowledge, Skills and Abilities (KSA's):**

Knowledge and skill in developing web content.

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 165102: Paralegal (Research Analyst)

**Agency:** DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

**Division:** Division of Legal Services and Compliance

**Location:** Madison

**Eligible for Remote Work:** Sometimes

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

**Pay Range:** \$16 - \$18.69

### **Job Description and Duties:**

The paralegal (Research Analyst) is a legal intern who will assist DLSC attorneys protecting the public health, safety, and welfare of Wisconsin's residents. DLSC offers an opportunity to work in a truly collaborative environment. The paralegal intern works under attorney supervision, with primary responsibility for investigation in a confidential, disciplinary caseload. The paralegal will develop written and oral communication skills through legal research, case strategy discussions, objectively drafting clear case summaries with applicable caselaw, and responding to internal and external customer service inquiries. The paralegal may shadow prosecuting attorneys and second chair at pre-trial and hearing. Paralegals will have meaningful networking opportunities through contact with case advisors, attendance at professional board meetings, participation in hearing proceedings, and daily interactions with Department Staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Knowledge of legal documents
- Ability to analyze facts and determine compliance with legal requirements.
- 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.

## Position 165103: Program and Policy Analyst

**Agency:** DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

**Division:** Division of Professional Credential Processing

**Location:** Madison

**Eligible for Remote Work:** No

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

**Pay Range:** \$16

### **Job Description and Duties:**

This position works closely with the Program and Policy Analysts to develop policies and procedures to promote efficiency in the Division of Professional Credential Processing. This position researches, organizes, reviews, and implements policies, procedures and special projects. This position may have other duties as assigned by the Division Administrator.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- 1) Ability to prioritize, organize, interpret, and present information.
- 2) Ability to establish and maintain effective cooperative relationships with co-workers, the general public, department personnel, and local, state, federal, and private officials, associations and organizations.
- 3) Effective written and verbal communication skills.
- 4) High level of skill and ability with attention to detail.
- 5) Ability to function independently and make complex judgements.
- 6) Ability to function in a team environment.
- 7) Research and analytical problem-solving skills.
- 8) Computer skills i.e. technical skills to effectively understand and use software and technology tools; Oracle database, Microsoft products, Internet, etc.

## Department of Financial Institutions (DFI)

### Position 144101: Research Analyst

**Agency:** DEPARTMENT OF FINANCIAL INSTITUTIONS

**Division:** Office of Financial Capability

**Location:** Madison

**Eligible for Remote Work:** Some

**Expected Hours Per Week:** 40

**Pay Range:** \$15 - \$15

#### **Job Description and Duties:**

The research analyst is an intern who will assist the agency with financial literacy and capability research and report writing, including statistical analysis, data collection, Office of Financial Capability programs as well as administrative duties. This work includes school district policy review, professional development efficacy, financial literacy, capability and financial inclusion best practices discovery and substantial self-guided work. This position will primarily serve the Office of Financial Capability but may support other Divisions as necessary.

This role supports the agency's financial literacy and capability initiatives and effectively summarizes and interprets research findings such that insights can be translated into strategic decisions. The resulting analysis will be used by DFI, the Governor's Council on Financial Literacy and Capability (council) and other state and federal stakeholders to support data driven decisions for addressing existing financial literacy, capability, and financial inclusion concerns. This position provides consultation, technical review assistance, interpretation of information, assistance with report generation in relation to DFI's financial literacy mission and the council's responsibilities as stated in Executive Order #106. The position compiles and analyzes a variety of data; and prepares reports and graphs.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

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. Ability to prepare and present statistical reports for audiences based on policy, state and federal trends and data analysis
4. Ability to perform data analysis and apply analysis and research to agency and council guidance development

5. Strong organizational skills
6. Significant attention to detail and ability to prioritize and meet deadlines
7. Strong analytical, problem solving and critical thinking skills
8. Excellent reading comprehension and report writing skills
9. Ability to work independently as part of an integrated team
10. Excellent written and verbal communication skills with coworkers, management, and internal and external stakeholders
11. Experience in the following areas is helpful: financial literacy education and consumer protection.
12. Proficiency in using computer software programs to format, manipulate and store data in accessible forms.



## Wisconsin State Public Defender's Office (SPD)

### Position 550101: Public Defender Investigator - Eau Claire Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Eau Claire, Hudson, and Barron

**Eligible for Remote**

**Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

#### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550102: Public Defender Investigator - Fond du Lac Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Fond du Lac, Sheboygan, Juneau, Manitowoc

**Eligible for Remote Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550103: Public Defender Investigator - Green Bay Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Green Bay, Appleton, Shawano, Peshtigo

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Possible Hybrid

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550104: Public Defender Investigator - Janesville Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Janesville, Elkhorn, Monroe

**Eligible for Remote Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550105: Public Defender Investigator - La Crosse Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** La Crosse, Lancaster, Sparta, Black River Falls

**Eligible for Remote Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550106: Public Defender Investigator - Madison Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Possible Hybrid

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550107: Public Defender Investigator - Juv. Milwaukee Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Milwaukee

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Possible Hybrid

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550108: Public Defender Investigator - Milwaukee Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Milwaukee

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Possible Hybrid

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds



## Position 550109: Public Defender Investigator - Racine Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Racine and Kenosha  
Possible Hybrid

**Expected Hours Per Week:** 40

**Eligible for Remote Work:**

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550110: Public Defender Investigator - Stevens Point Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Wausau, Stevens Point, Rhinelander, Merrill

**Eligible for Remote Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550111: Public Defender Investigator - Superior Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Superior, Ashland, Spooner

**Eligible for Remote**

**Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Position 550112: Public Defender Investigator - Waukesha Region

**Agency:** STATE PUBLIC DEFENDER

**Division:** Trial Division

**Location:** Waukesha, Jefferson, West Bend, Port Washington

**Eligible for Remote Work:** Possible Hybrid

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$20

### **Job Description and Duties:**

Working with the PDI of the region, helps provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin drivers license

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Some knowledge of interviewing methods and techniques
2. Some knowledge of criminal, juvenile, or mental health justice systems
3. Computer and internet research experience
4. Ability to work with people with diverse backgrounds

## Department of Employee Trust Funds (ETF) Position 515101: Finance and Procurement Assistant

**Agency:** DEPARTMENT OF EMPLOYEE TRUST FUNDS

**Division:** Div of Management Services

**Location:** Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$16.71 - \$16.71

### **Job Description and Duties:**

This position would support BCAP's finance, procurement, and budget staff. There would be opportunities to assist with policy and data analysis associated with potential biennial budget requests, learn about the state's budgeting processes, and assist with preparation of the agency's annual operating budget. There would also likely be opportunities to assist with analysis of Pension Administration System vendors as a part of DEPARTMENT OF EMPLOYEE TRUST FUNDS's PAS procurement strategy.

Core responsibilities could also be supported, including processing invoices, P-card administration, enhanced documentation and implementation of Minority Business Enterprise (MBE) and Disabled Veterans Business (DVB) reporting, record retention and clean-up efforts, etc. This would also have the effect of freeing up BCAP staff to work on other strategic priorities.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

An individual would need to possess critical thinking and analytical skills. They would also need to be detail oriented and have some background in using the Office Suite of products. Good communication skills are also necessary.

## Position 515102: ETL Developer

**Agency:** DEPARTMENT OF EMPLOYEE TRUST FUNDS

**Division:** Div of Management Services

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40, with some flexibility

**Pay Range:** \$23 - \$25

### **Job Description and Duties:**

Data is one of DEPARTMENT OF EMPLOYEE TRUST FUNDS's most valuable assets and we strive to become a more data-literate and data-driven organization! The person hired for this position would help to develop DEPARTMENT OF EMPLOYEE TRUST FUNDS's data lake platform 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 position would use ETL tools to design ETL jobs for the data lake along with performing testing and debugging.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Candidates should have experience with SQL, complex data sets, data modeling concepts, and data warehouse design concepts. Ideal candidates would have experience with an ETL tool. DEPARTMENT OF EMPLOYEE TRUST FUNDS technologies used are Alteryx, SSIS, Mulesoft, SQLServer (data warehouse), DB2 (operational), and Tableau.

## Position 515103: MiddleWare/DevOps Technician

**Agency:** DEPARTMENT OF EMPLOYEE TRUST FUNDS

**Division:** Div of Management Services

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 25 to 40

**Pay Range:** \$22.10

### **Job Description and Duties:**

Intern would participate on the MiddleWare/DevOps team to deploy applications, create scripts to automate processes, assist with setting up teams within in GitHub and participate in MiddleWare support activities. Intern will work with both application developers and infrastructure teams and participate in Change Management meetings. The Intern will assist with providing support on Linux servers, WebSphere Application Hosting and TomCat platforms.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Intern should have the following:

Experience with Linux Servers with exposure to Linux Server Administration

Experience with Basic Networking and firewalls

Experience working with GitHub

Experience working with using MS Teams and collaboration

Knowledge and experience scripting with Python

Be able to work on a team as well as independently

Needs to be able to communicate effectively both written and verbal

## Department of Veterans Affairs (DVA)

### Position 485101: Wisconsin Veterans Museum Associate

**Agency:** DEPARTMENT OF VETERANS AFFAIRS

**Division:** Wisconsin Veterans Museum

**Location:** Madison

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

**Eligible for Remote Work:** Some possible

**Pay Range:** \$12 - \$14

#### **Job Description and Duties:**

Come find out about museum work. Intern will provide museum work assistance in up to three areas of the Museum: education, research, archives, oral history, marketing/social media and/or artifact collections. The intern will gain general knowledge of the museum field by the completion of the internship.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability to do research and recognize credible research sources, good communication and team working skills, ability to use Microsoft suite, good customer service skills, great attention to details.



## Department of Public Instruction (DPI)

### Position 255101: Racial Equity in Special Education Intern

**Agency:** DEPARTMENT OF PUBLIC INSTRUCTION

**Division:** Div. for Learning Support, Special Education Team

**Location:** Madison

**Eligible for Remote Work:** Yes

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

**Pay Range:** \$13.70

**Job Description and Duties:**

This position will create infographics and messaging focused on racial equity in education, specifically special education.

**Preferred Knowledge, Skills and Abilities (KSA's):**

- (1) Skill in interrupting micromessages
- (2) Understanding of race/racial justice issues
- (3) Comfortable working with data

## Position 255102: Financial Specialist

**Agency:** DEPARTMENT OF PUBLIC INSTRUCTION

**Division:** Div. for Finance and Management

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$14.07

### **Job Description and Duties:**

This position will assist financial specialists and accountants with projects to help get through fiscal year end close or maintain records in PeopleSoft. This position will conduct the annual inventory consisting of mostly IT equipment and some other equipment and complete a report with the findings. The position may also assist the procurement area with the organization of files.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

This position requires basic accounting knowledge, good organization skills, and strong attention to detail. The position requires basic knowledge of MS Excel and Word.

## Position 255103: Research Assistant - Youth Voice in Career Readiness

**Agency:** DEPARTMENT OF PUBLIC INSTRUCTION

**Division:** Div. for Academic Excellence

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$17.08

### **Job Description and Duties:**

This position will work with Milwaukee Succeeds and Wisconsin Evaluation Collaborative; will participate in training in order to collect student input on career readiness in Pre-K through 12th grade with an emphasis on marginalized populations throughout the state; will assist in analyzing the data collected; and will assist in preparing a report summarizing the results.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Communicate effectively and professionally both orally (in person and virtually) and in writing
- Collaborate with a team
- Work independently, self directed
- Manages deadlines
- Data analysis skills

## Department of Revenue (DOR)

### Position 566101: Property Tax Credit Auditor

**Agency:** DEPARTMENT OF REVENUE

**Division:** State and Local Finance/Government Services

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 20

**Pay Range:** \$15

#### **Job Description and Duties:**

- 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 Knowledge, Skills and Abilities (KSA's):**

- 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 566102: Communications Specialist in Training

**Agency:** DEPARTMENT OF REVENUE

**Division:** State and Local Finance/Communications and Outreach

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 20

**Pay Range:** \$15

### **Job Description and Duties:**

- 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 Knowledge, Skills and Abilities (KSA's):**

- 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 566103: Data Analysis and Utilization Intern

**Agency:** DEPARTMENT OF REVENUE

**Division:** IS&E Compliance

**Location:** Madison

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

**Eligible for Remote Work:** Up to 50%

**Pay Range:** \$18

### **Job Description and Duties:**

The Compliance Bureau Data Analysis and Utilization Intern will support Bureau Management by identifying sources of data that are available to the Bureau and analyze the usefulness and utilization of available data to drive decisions. This data analyst will develop recommendations to better utilize data to guide decisions on workload prioritization and will partner with staff to develop effective data visualization for bureau reports and forecasting. The data analyst will develop prescriptive analytical models to identify the most effective and efficient courses of action on individual cases or stratified case types. The position will also identify improvements to monthly reporting processes to streamline preparation and improve interpretability. Working alongside the bureau's Program and Policy Analyst, IS Business Analysts, and management team, this position will study trends in monthly and annual data to develop forecasting models. This data analyst will also examine variations and outliers in data and work with managers and staff to identify potential causes or explanations for such variations.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Effective communication skills to share complex or technical information to a non-technical audience

Computer skills including Microsoft Office Products and Data Visualization software

Mathematical skills

Collaboration skills, specifically to understand data sources, data, and its application

Organizational skills, including the ability to prioritize work and multitask

Attention to detail

Knowledge of data analysis, including descriptive and prescriptive analytics models

## Position 566104: Lottery Player Relations Internship

**Agency:** DEPARTMENT OF REVENUE

**Division:** Lottery Division

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$14 - \$15

### **Job Description and Duties:**

Assisting the Player Relations Team and the Marketing & Communications Team with various activities which would include: customer service (answering telephone calls and emails), monitoring WI Lottery social media pages, assisting with online giveaways, updating the WI Lottery website, planning, preparing for and staffing events (both in person and virtual), and special marketing & communication projects.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Students of any major are encouraged to apply; preference will be given to those pursuing marketing or communications. Customer service skills preferred, including service industry and/or retail experience.

## Position 566105: Property Assessment Tech in Training

**Agency:** DEPARTMENT OF REVENUE

**Division:** State and Local Finance/ Manufacturing Utility

**Location:** Milwaukee

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 20

**Pay Range:** \$15

### **Job Description and Duties:**

Assisting with property appraiser and assessment projects, such as:

- Land analysis project preparation
- Reviewing and researching sales
- Assisting with field site visits

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Computer skills, including Microsoft Office

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,

Research skills

- Interest in property assessment/appraisal profession



## Position 566106: Secretary's Office Communications Intern

**Agency:** DEPARTMENT OF REVENUE

**Division:** Office of the Secretary

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$15

**Job Description and Duties:**

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.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Communication, social media, Internet research skills, writing/drafting issue papers and or press releases, and good organization.

## Department of Justice (DOJ)

### Position 455101: Criminal Analyst Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Div of Criminal Investigation

**Location:** Madison

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

**Eligible for Remote Work:** Yes, but varies

**Pay Range:** \$18 - \$20

#### **Job Description and Duties:**

This position will work at the Wisconsin Statewide Intelligence Center (WSIC) and will work with existing employees to provide analytical assistance in criminal investigations and intelligence support in Homeland Security programs within the state of Wisconsin. This intern will also support other WSIC programs such as Silver Alert, Amber Alert, Crime Alert Network, and other alert programs. The Criminal Analyst-Intern is responsible for learning about analytical techniques, analytical software and information systems, and developing knowledge and skills to receive, analyze, produce and disseminate analytical products. The Criminal Analyst-Intern will learn how WSIC analysts provide support in investigations, tactical operations, information sharing and assessment writing. All job duties will have a direct impact on the WSIC and the coordination of information sharing between state, federal, local and tribal law enforcement agencies as well as private partners.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. General knowledge of state and federal statutes, laws, and regulations.
2. General knowledge of investigative practices and procedures.
3. General knowledge of the criminal justice system, homeland security environment and/or private sector.
4. Ability to use PC hardware/software, including word processing, presentation, spreadsheets, mapping software, databases and email management programs.
5. Ability to manage confidential and highly sensitive information in stressful situations and time constraints
6. Strong verbal, written and presentation skills

## Position 455102: Communications Specialist Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Div. of Forensic Sciences

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$18 - \$20

### **Job Description and Duties:**

Contribute to the DFS Creative Team by assisting with ideas, script writing, filming, and/or editing footage. Contribute to the DFS Diversity Committee by participating in monthly meetings, joining a subcommittee, event organization, creative project such a art/flier possible as well. Assist the Symposium Committee with planning for the 2022 symposium. Assist with other basic data projects such as making surveys. Assist with administrative tasks such as taking meeting minutes, scheduling, routing documents, tracking/responding to citizen correspondence, tracking/gathering information for open records requests.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Software: Microsoft suite, basic Excel skills (spreadsheets) preferred. Experience with creative software such as Adobe Pro/Adobe Creative Cloud products or other video editing/artistic software is a plus. Experience working in a team environment in order to actively participate in the various DFS committees. Ability to use discretion and maintain confidentiality. Good interpersonal skills and an open mind and willingness to participate in a group environment. Ability to organize and prioritize.

## Position 455103: Forensic Case Manager Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Div. of Forensic Sciences

**Location:** Milwaukee

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$18 - \$20

**Job Description and Duties:**

Assist with administrative tasks such as tracking/responding to law enforcement correspondence, tracking/gathering information for the 2021 Wisconsin Sexual Assault Kit Census

**Preferred Knowledge, Skills and Abilities (KSA's):**

Software experience with the following programs: Outlook, Word, Excel, database programs, and Adobe Acrobat DC.

Ability to: use discretion and maintain confidentiality; organize and prioritize duties; understand complex situations and make fact-based decisions; good communication and interpersonal skills.

## Position 455104: Paralegal Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Div. of Legal Services/Criminal Appeals Unit

**Location:** Madison

**Eligible for Remote Work:** No

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

**Pay Range:** \$18 - \$20

### **Job Description and Duties:**

A paralegal in the Criminal Appeals Unit performs duties that include:

- Managing assigned appeals in the Wisconsin Supreme Court and Court of Appeals that requires conducting case law analysis and legal research
- Drafting and preparing legal documents
- Performing paraprofessional duties and legal support
- Utilizing a case management system (e.g. Time Matters) and maintaining case files

### **Preferred Knowledge, Skills and Abilities (KSA's):**

1. Knowledge of legal matters, activities, and actions.
2. Ability to independently exercise judgment and discretion.
3. Ability to prioritize and manage multiple tasks
4. Ability to learn to conduct legal research and analysis
5. Knowledge of legal terminology with general knowledge of the criminal justice system.
6. Effective written and oral communication skills
7. Interpersonal skills
8. Knowledge and skill in the use of Microsoft Office Suite, Adobe Professional products, and case management software (e.g. Time Matters).

## Position 455105: Disaster Recovery and Critical Response Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Div. of Management Services

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$18 - \$20

### **Job Description and Duties:**

DEPARTMENT OF JUSTICE is excited to offer the opportunity to work alongside information technology, human resources, and facilities professionals, to plan and implement critical incident response and disaster recovery projects. The selected intern will provide support in the following program areas:

Assist with the development of internal training and exercise materials

Assist with the development and documentation of emergency processes and procedures

Work with IT supervisors and professionals to create an up-to-date IT application and service inventory

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Creativity and quick problem-solving capabilities

Interest in Crisis Management, Disaster Recovery or Business Continuity

Interest in technical, engineering, or emergency management fields

Ability to demonstrate initiative and responsibility

Strong analytical and organizational skills

## Position 455106: Crime Victim Services Program Associate Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Office of Crime Victim Services

**Location:** Madison

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

**Eligible for Remote Work:** Yes but will vary

**Pay Range:** \$18 - \$20

### **Job Description and Duties:**

Position will support two victim service programs at the Office of Crime Victim Services, Crime Victim Compensation Program and Safe at Home Address Confidentiality Program. Candidate will intake and review Crime Victim Compensation Applications, enter applicant information into a database, general follow up letters to applicants, and review police reports for eligibility. Candidate will also assist Safe at Home with daily mail processing, forwarding, and documenting for program participants.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Candidate is proficient with word processing software and has experience utilizing database software.

Candidate is detail-oriented, highly organized, and thorough.

Candidate has a general knowledge of and interest in the criminal justice system or victim services.

## Position 455107: Critical incident Response Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Office of School Safety

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$18 - \$20

### **Job Description and Duties:**

This is an excellent opportunity to assist with the first of its kind, statewide Critical Incident Response Team project in the country. The intern will assist with the Critical Incident Response Team project and will work directly with the Critical Incident Response Coordinator. The intern will be responsible for managing all logistics and details associated with the training curriculum that will be provided to the CIRT members during June & August 2022. In addition to managing the training aspect, the intern will be responsible for answering phone calls, replying to emails, and responding to any other verbal or written correspondence related to training from CIR stakeholders.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Detail-oriented
- Strong ability to create and edit Excel spreadsheets
- Excellent written and verbal communication skills
- Ability to prioritize the immediacy of tasks
- Skills in utilizing Microsoft Office, Internet, and email software
- Ability to work independently with minimal and immediate supervision
- Ability to manage multiple tasks and deadlines



## Position 455108: Equity, Inclusion, and Wellness Analyst Intern

**Agency:** DEPARTMENT OF JUSTICE

**Division:** Division of Management Services

**Location:** Madison

amount of time will depend on work assignments

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

**Eligible for Remote Work:** Yes, but the

**Pay Range:** \$18 - \$20

### **Job Description and Duties:**

This position will provide support and assistance to the Equity, Inclusion & Wellness Director in efforts to identify disparities and barriers to equity, inclusion, and employee well-being. This position will aid in reviewing policies for disparate impact and barriers to inclusion, conducting trend analysis on data, and collaborating with other DOJ staff to perform needs assessments and workforce research

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The desired candidate will have background knowledge, experience, and/or training in diversity, equity, inclusion, and wellness principles. Experience facilitating projects, promoting diversity and wellness, and working with diverse populations. Knowledge of and experience with basic research principles, data collection techniques, and metric analysis.

## Department of Corrections (DOC)

### Position 410101: Education Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Juvenile Corrections

**Location:** Irma

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$15.37

#### **Job Description and Duties:**

This position is responsible for the provision of support services related to the delivery, expansion, and ongoing program improvement for education programs. Duties include assisting Teachers with classroom set-up, bulletin board displays, tutoring youth, and preparing activity areas, equipment and supplies for daily program and special event needs.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Basic knowledge of instructional technology and computer hardware and software

Knowledge of tutoring methods

Ability to utilize general office equipment (copier, scanner, etc.)

Ability to utilize Microsoft Office Suite, video recorders, cameras, video viewing software

Excellent interpersonal, oral and written communication skills

Ability to prioritize tasks and maintain deadlines

Ability to work independently and as part of a team

## Position 410102: Supervising Youth Counselor Office Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Juvenile Corrections

**Location:** Irma

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$15.45

### **Job Description and Duties:**

Provide general office program support and general clerical services to the Supervising Youth Counselor office at Copper Lake/Lincoln Hills School. Responsibilities include performing office support functions to assist with paperwork, data entry; incident tracking and notifications; gathering information; maintaining tracking systems; drafting and composing correspondence.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability to utilize general office equipment (copier, scanner, etc.)

Ability to utilize Microsoft Office Suite, video recorders, cameras, video viewing software

Ability to maintain strict confidentiality

Excellent interpersonal, oral and written communication skills

Ability to prioritize tasks and maintain deadlines

Ability to work independently and as part of a team

## Position 410103: Training Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Juvenile Corrections

**Location:** Irma

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$15.45

### **Job Description and Duties:**

Provide general office program support and general clerical services to the Training Supervisor and Supervising Youth Counselor office at Copper Lake/Lincoln Hills School. Responsibilities include performing office support functions to assist with paperwork, data entry; incident tracking and notifications; gathering information; maintaining tracking systems; drafting and composing correspondence.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ability to utilize general office equipment (copier, scanner, etc.)

Ability to utilize Microsoft Office Suite, video recorders, cameras, video viewing software

Ability to maintain strict confidentiality

Excellent interpersonal, oral and written communication skills

Ability to prioritize tasks and maintain deadlines

Ability to work independently and as part of a team

## Position 410104: Social Services in Training Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Adult Institutions

**Location:** Prairie du Chien

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

**Eligible for Remote Work:** No

**Pay Range:** \$17.43 - \$17.43

### **Job Description and Duties:**

The Treatment Specialist Intern at PDCI will learn about all areas of the institution, learn about security and DOC Policies and Procedures, shadow different areas of the institution, observe group, co-facilitate Anger Management, prepare copies for group, review practice work, tutor group members, participate in clinical meetings, prepare group posters, organize group materials, complete ACA calls, review visiting forms, data collection and entry as needed, scan and send release information to agents of records, participate in agent phone calls, identify community resources, collect information from records for interstate compacts, assist with PIOC off-site reviews, complete TCU assessments, and observe and assist in other areas as needed and appropriate for the intern's experience.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Enrolled in or completed education in a human services field.

Understanding of social services concepts such as case management, group facilitation, and evidenced based practices.

Basic computer knowledge and ability to use technology.

Can be taught during internship:

Understanding of correctional client's criminal thinking and substance use.

Understanding the importance of security in an institution.

## Position 410105: Recreation Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Juvenile Corrections

**Location:** Irma

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$17.43 - \$17.43

### **Job Description and Duties:**

This position has primary responsibility for coordination and supervision of youth during recreation activities. Recreation Leader Senior responsibilities include: direct supervision of youth, maintaining records, completing reports, and general upkeep of equipment in those area(s).

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of a variety of recreational and intramural sports.

Knowledge of basic fitness, wellness, and safety issues pertaining to recreation and leisure activity.

Basic knowledge of arts, crafts, music and/or other appropriate leisure skills.

Knowledge of rules, regulations, and officiating for both individual and team sports.

Knowledge of instructional procedures and motivational techniques for individual and team sports.

Ability to demonstrate, instruct, and contribute to recreational and intramural sport activities.

Ability to effectively communicate orally and in writing.

Ability to develop and carry out assigned programs and assignments with minimal supervision.

## Position 410106: Treatment Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Juvenile Corrections

**Location:** Irma

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$17.43 - \$17.43

### **Job Description and Duties:**

Duties include: Developing and coordinating overall treatment programming for youth; providing direct service and intervention to youth; providing consultation, orientation and training to treatment team members and institution staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of interviewing and counseling techniques including behavior modification and motivational interviewing.

Knowledge of methods of effective written, oral and interpersonal communications.

Knowledge of group leadership techniques.

Knowledge of concise record keeping and organizational techniques.

Skill and ability to advocate for youth.

Knowledge of treatment modalities, including group and individual counseling.

Knowledge of effective training techniques.

## Position 410107: Youth Counselor Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Juvenile Corrections

**Location:** Irma

**Eligible for Remote Work:** No

**Expected Hours Per Week:** 40

**Pay Range:** \$19.03 - \$19.03

### **Job Description and Duties:**

This position provides counseling and performs security and safety duties in a juvenile correctional institution. Day-to-day operation may be performed under the direction of a Lead Worker. Supervise youth on all shifts to ensure the security of the institution.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of organizing and leading effective group, individual and family counseling techniques.

Knowledge of methods of relating to youth- reflecting an understanding and acceptance of youth and gaining their confidence and cooperation.

Skill and ability to advocate for offenders.

Knowledge of problem identification and problem solving techniques.

Knowledge of cultural diversity and needs (cultural awareness) and ability to communicate effectively.

Ability to manage time effectively.



## Position 410108: FSS Accountant Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Management Services

**Location:** Madison  
days per week

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes, 40% or 2

**Pay Range:** \$24 - \$24

### **Job Description and Duties:**

Working in a decentralized agency this position reviews, interprets, analyzes financial data. Assist with the reconciliation of independent sub systems and analysis of financial records. Will complete post audit review of invoices, pcard transactions and travel reimbursement requests. Assist with the management of capital assets

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Individual has an understanding of Generally Accepted Accounting Principles GAAP (accounting theories and principles), able to interpret and analyze financial data, able to review work of others for compliance with statues, policies, rules, regulations. This Individual pays attention to detail is able to analyze reports for relevance, materiality, accuracy and completeness. They can effectively communicate both orally and in writing. Has a working knowledge of computers and Microsoft Word and Excel.

## Position 410109: Treatment Specialist 1 Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Adult Institutions

**Location:** Redgranite  
case basis

**Eligible for Remote Work:** Possible, case by

**Expected Hours Per Week:** 40

**Pay Range:** \$17.43 - \$17.43

### **Job Description and Duties:**

Complete reclassification reports, coordinate release planning with inmates 6-9 months prior to release date, process visitor applications, conduct ongoing case management and case planning with incarcerated individuals, facilitate cognitive based treatment groups to address inmates criminogenic needs, demonstrate interpersonal skills required to effectively perform the job responsibilities outlines in the position description, enhance professional development, engage in behavior consistent with policies and procedures that maintain a safe and secure environment, fair treatment, and overall wellness for self and others.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Social work methods, ability to provide cognitive based treatment, motivational interviewing skills, effective communication skills, building professional alliance, engaging in skill practice, effective case planning and management, appropriately using rewards and sanctions, emotional intelligence, self-awareness, team player

## Position 410110: Staff Development Program Specialist

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Management Services

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$18.69 - \$18.69

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

1. Familiarity with the Adult Learning Theory.
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 410111: Programs Intern or Social Work Intern

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Adult Institutions

**Location:** Boscobel

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

**Eligible for Remote Work:** No

**Pay Range:** \$17.43 - \$17.43

### **Job Description and Duties:**

Programs and SW interns at WSPF do group work with person's in our care, review visiting questionnaires and requests, answer basic questions, learn about all areas of the institution, complete in cell program activities with person's in our care, assist with projects in the program area which have included review and updating of reentry resources and videos, data collection on restrictive housing program outcomes, group poster creations, shadowing security, completing reentry release seminars and groups, working with social workers and generally learning about all aspects of the instituion. Work has included those items above as well as assisting with records office, filing and reporting, assisting with programs with videos, visiting, chaplain services and data process, assisting with PSU with filing, finding puzzles and projects, shadowing as appropriate and assisting in others areas as appropriate and meaningful for the interns experience.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Background in a human services field of education.

Basic computer knowledge and ability to use.

Understanding of social services concepts, evidence based practices, best practices, cognitive intervention programming

Most of these areas can be taught/learned during internship, the major aspect is having the first two areas noted, background in human services field of education and basic computer knowledge and ability to use technology.

## Position 410112: Probation and Parole Agent Intern - Madison Area

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Madison, Exact location TBD

**Eligible for Remote**

**Work:** Occasionally possible

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410113: Employment Programs Coordinator Intern - Milwaukee

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Milwaukee - Port Washington Rd.

**Eligible for Remote Work:** Occasionally possible

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

Employment Program Coordinators, and therefore interns, provides job readiness assessment, referrals to job opportunities and additional community resources/programming, technical/vocational, and employer focused training, for adult DOC clients inside and outside the institution in Region 3. This includes placement or referral of DOC clients on community supervision into programming to address criminogenic needs and increase job readiness skills, competitive employment, school or training programs and subsidized employment opportunities. The position also provides assistance to clients who have participated in apprenticeship programs within the institution to connect to further training/employment upon release to the community. Priority is given to clients who are releasing from incarceration to the community prior to release from a DOC institution. Responsibilities also consist of the establishment of strong community and inter-agency relations to include other services to address criminogenic needs, employment services and technical colleges/training programs. This position provides technical assistance and consultation to clients, DOC staff, and public/private sector employers, regarding DOC funded services, and management of DCC-contracted programs.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

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 410114: Probation and Parole Agent Intern - Milwaukee

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Milwaukee - State Office Building

**Eligible for Remote Work:** Occasionally possible

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410115: Probation and Parole Agent Intern - Milwaukee

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Milwaukee - Chase Ave.

Occasionally possible

**Expected Hours Per Week:** 40

**Eligible for Remote Work:**

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410116: Probation and Parole Agent Intern - Milwaukee

**Agency:** DEPARTMENT OF CORRECTIONS  
**Division:** Div. of Community Corrections  
**Location:** Milwaukee - State Office Building  
**Eligible for Remote Work:** Occasionally possible  
**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410117: Probation and Parole Agent Intern - Milwaukee

**Agency:** DEPARTMENT OF CORRECTIONS  
**Division:** Div. of Community Corrections  
**Location:** Milwaukee - State Office Building  
**Eligible for Remote Work:** Occasionally possible  
**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410118: Probation and Parole Agent Intern - Milwaukee

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Milwaukee - State Office Building

**Eligible for Remote Work:** Occasionally possible

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410119: Probation and Parole Agent Intern - Green Bay

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Green Bay, Exact TBD

**Eligible for Remote Work:** Very Limited

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410120: Office Operations Associate - Eau Claire

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Eau Claire

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

**Eligible for Remote Work:** No

**Pay Range:** \$15.45 - \$15.45

### **Job Description and Duties:**

Under limited progressing to general supervision, this position provides a wide range of office operations support services to supervisory and professional staff in a Division of Community Corrections field office. Specific responsibilities include reception duties; processing of paperwork for offenders; 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.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Use modern office methods and procedures, record keeping practices, using various filing systems and methods, data processing techniques, experience utilizing computers and related software (e.g. Microsoft Office products), experience providing customer service, and the ability to perform detail oriented tasks.

## Position 410121: Status Keeper

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Chippewa Falls or Menomonie

**Eligible for Remote Work:** Yes, up to 40%

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

**Pay Range:** \$15.45 - \$15.45

### **Job Description and Duties:**

Under limited progressing to general supervision, this position is responsible for providing specific status keeping duties which involves discretion and judgment in the performance and maintenance of COMPAS Workload Manager and Wisconsin Integrated Corrections System (WICS) databases in accordance with the Division of Community Corrections (DCC)

Administrative Directive(s) and Electronic Case Reference Manual. These databases provide critical documentation for use by management in support of budgets requests and staff allocation decisions

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Knowledge of laws and policies governing confidentiality of corrections record materials.

Effective oral and written communication skills. Considerable knowledge of data entry procedures and requirements, database management systems, computer software programs such as Microsoft

Word, Excel and Outlook, organizations skills, independent judgment skills and problem-solving techniques. Ability to manage time effectively and efficiently, work independently and as a team.

## Position 410122: Facility Management Specialist 2

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Bureau of Budget and Facilities Management

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$20 - \$25

**Job Description and Duties:**

Collect and collate data on costs, construction cost estimates, facility information, real estate leases. Develop an understanding of facility needs, operating and capital budgets, practices and applications.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Oral and written communications, project management, graphic presentations, Microsoft Office, and other available software.

## Position 410123: Probation and Parole Agent Intern - Sturtevant Unit 209

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Sturtevant  
possible

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Occasionally

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410124: Probation and Parole Agent Intern - Sturtevant Unit 221

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Sturtevant  
possible

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Occasionally

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410125: Probation and Parole Agent Intern - Kenosha

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Kenosha  
possible

**Eligible for Remote Work:** Occasionally

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410126: Probation and Parole Agent - Racine

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Community Corrections

**Location:** Racine

**Eligible for Remote Work:** Occasionally possible

**Expected Hours Per Week:** 40

**Pay Range:** \$20.38 - \$20.38

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 410127: Program and Policy Analyst

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Office of the Secretary

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$18.69 - \$18.69

### **Job Description and Duties:**

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. 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 Knowledge, Skills and Abilities (KSA's):**

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 410128: Social Media and Stakeholder Coordinator

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Office of the Secretary

**Location:** Madison  
out of 40

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Up to 16 hours

**Pay Range:** \$15 - \$15

### **Job Description and Duties:**

Social Media and Digital Communication: (manage DOC social media presence and content creation).

Stakeholder Engagement: (write internal and external messages, emails, newsletters, etc., assist in event planning, etc.)

Other duties as assigned: (respond to stakeholder emails and calls, attend meetings, present on materials, etc.)

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Professional level writing; Social media tools and platforms; Basic principles of public relations and/or marketing; Experience with word processing software such as PowerPoint and Excel; Proficiency in Adobe InDesign and Canva, as well as basic knowledge of website content management (graphic design skills a plus); and Commitment to diversity, equity and inclusion

## Position 410129: Dietetic Technician

**Agency:** DEPARTMENT OF CORRECTIONS

**Division:** Div. of Adult Institutions

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** No

**Pay Range:** \$18 - \$18

**Job Description and Duties:**

Assist 2 Registered Dietitian Nutritionists (RDNs) & 1 Dietetic Technician in managing menus for 20,000 inmates, including general menus, allergy menus, other medically modified diets, and religious diets. Assist in quality assurance and inspections. Work in Computrition Food Management Software to calculate nutritional values, and to interface with the Electronic Medical Record system. Assist dietitians & diet. tech. complete projects such as diet instruction tools for group teaching, updating manuals, and menu planning.

**Preferred Knowledge, Skills and Abilities (KSA's):**

General knowledge of nutritional requirements for adults, youth, males and females. General knowledge of medically prescribed and religious diets. Knowledge of personal computers, including Outlook, Word, Excel, etc. Studies related to Health Professions & Related Programs, Medicine/Medical Science, or Biological and Biomedical Sciences.

## Educational Communications Board (ECB) Position 225101: Broadcast IT Network Support

**Agency:** EDUCATIONAL COMMUNICATIONS BOARD

**Division:** Engineering /Broadcast

**Location:** Madison

**Expected Hours Per Week:** 20-40  
(flexible to intern's schedule)

**Eligible for Remote Work:** No

**Pay Range:** \$21 - \$21

### **Job Description and Duties:**

- Under close supervision of the Media Program Supervisor of the Broadcast IT (BIT) unit, this position primarily provides services to plan, deploy, and support all aspects of ECB's broadcast information technology (BIT) infrastructure, including: - ECB's BIT-related networks (BITRN), including Broadcast Services, Engineering, Emergency Alert System (EAS), National Weather Service Radio (NWS), and Administrative Wide Area Networks (WANs); - ECB's Operations Center (OC) systems, networks, and related equipment; - ECB's interconnections with edge providers and constituents; - Broadcast equipment attached to ECB's BITRNs; - Specification, acquisition, installation, modification, maintenance, security, and support of all BIT and BITRN-attached equipment and systems - In addition, this position supports related ECB technical activities, including specification, acquisition, installation, modification, and maintenance of traditional broadcast/telecommunications equipment and systems. -ECB will provide training.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Basic knowledge of networking standards as they pertain to each layer of the OSI (Open Systems Interconnection) model. - Basic knowledge of current LAN/WAN architectures, client/server technology, distributed database and data communications technology and capabilities - Basic understanding of network security best practices - Basic understanding of Python, Bash, or PLC ladder logic - Effective, clear and accurate written and verbal communications - Strong desire and motivation to deepen skills and knowledge of above list

## Office of the Commissioner of Insurance (OCI)

### Position 145101: Enrollment Researcher

**Agency:** OFFICE OF THE COMMISSIONER OF INSURANCE

**Division:** Market Regulation & Enforcement/Market Analysis

**Location:** Madison

**Eligible for Remote Work:** After 30 Days

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

#### **Job Description and Duties:**

- 1) Update the monthly submissions by insurers of health insurance enrollment data into existing database. Analyze enrollment data for trends by separating into lines of business, counties, and insurers. Design and create charts, graphs and visualizations of the data into reports, and document in writing the procedures used to create the reports.
- 2) Review specific OCI complaints by category, such as surprise billing, network adequacy and access, to identify trends by county or rating area in Wisconsin, and organize into spreadsheet.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Excel skills, including ability to use spreadsheets, graphing, tables, and formulas, sufficient to review Wisconsin-wide health insurance enrollment data. Ability to create custom slides and presentations using PowerPoint. Basic analytical skills to categorize information and detect patterns. Writing skills



## Position 145102: Insurance Financial Examiner

**Agency:** OFFICE OF THE COMMISSIONER OF INSURANCE

**Division:** Financial Regulation/Company Licensing & Analytics

**Location:** Madison

**Eligible for Remote Work:** Yes, subject to the AWP/Telecommuting policy

**Expected Hours Per Week:** 40

**Pay Range:** \$20 - \$23.5

### **Job Description and Duties:**

- Review Employee Benefit Plan Administrator (EBPA) financial statements for going concern and unfavorable trends and results
- Review and analysis of Miscellaneous insurer license applications, including applications for Property Service Contract Providers, Vehicle Protection Products, Warranty Plans, and Motor Clubs
- Review and analysis of non-complex, Non-domestic insurance company licensing applications
- Perform review of Non-domestic insurance company examination reports
- Perform analysis on Continuing Care Retirement Community financial statements

### **Preferred Knowledge, Skills and Abilities (KSA's):**

- Knowledge of insurance statutory accounting principles and/or generally accepted accounting principles (GAAP)
- Knowledge of GAAP basis financial statements
- Understanding of insurance terms and principles
- Skilled in Microsoft Word and Excel
- Auditing and financial analysis skills
- Ability to speak, write, interact with others, and comprehend complex written material

## Position 145103: Mozart Design Specialist

**Agency:** OFFICE OF THE COMMISSIONER OF INSURANCE

**Division:** Market Regulation & Enforcement/Rates and Forms

**Location:** Madison

**Eligible for Remote Work:** After 30 Days

**Expected Hours Per Week:** 40

**Pay Range:** \$16 - \$18

### **Job Description and Duties:**

1) Research and document form filing requirements for insurance products to be used in conjunction with the Mozart pilot project, 2) Participate in weekly Mozart calls, 3) Assist in the design of Mozart Validation Report(s), 4) Perform beta testing for new Mozart launches, 5) Document processes for use of Mozart, 6) Design queries and/or reports for Preferred Wording and Concept searches, 7) Design and validate other summary and/or results reports based on Mozart data 8) Use Mozart to verify compliance with specified insurance rules/mandates, SERFF is a national database which houses insurance company rate and form filings. Each state has access to rates and forms filed for use in that state. Mozart is a database that can sit on top of SERFF. Mozart centralizes/consolidates forms, searches and sorts forms based on customized criteria, performs submission validation audits, identifies similar forms across the database, and performs preferred wording and defined concept audits for Auto and Homeowner insurance policies.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Computer and technology skills including the use of the Microsoft Office Suite (Excel, Word, Outlook, Teams). The ability to create spreadsheets and reports with graphs, tables, and formulas; the ability to create accurate documentation for reference or presentation via WORD or PowerPoint. Good analytical and writing skills. Knowledge of the insurance industry - specifically policy form language, and experience with Tableau or SERFF (System For Electronic Rates & Forms Filing) preferred but not required.

## Position 145104: Regulatory Specialist Associate

**Agency:** OFFICE OF THE COMMISSIONER OF INSURANCE

**Division:** Injured Patients and Families Compensation Fund (IPFCF)

**Location:** Madison

**Eligible for Remote Work:** Yes, in accordance with the OCI AWP policies

**Expected Hours Per Week:** 40

**Pay Range:** \$17 - \$18.69

### **Job Description and Duties:**

The Injured Patients and Families Compensation Fund (The Fund) is a statutorily created fund that provides excess medical malpractice coverage to participating doctors, nurse anesthetists, and business entities who provide medical services in the State of Wisconsin. The Fund will be switching to a new software system in May of 2022, which will have a self-service "portal" feature, and phone app, for our participating providers. Providers will be able to see correspondence from the Fund, pay a bill, and check their compliance with the Fund via the portal and app. The intern will be assisting Fund providers in setting up their on-line accounts, educating providers on the requirements of ch 655 Wis. Stat., and collecting information from participating business entities via telephone and email.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Ideal candidate will have Customer Service experience answering questions and assisting customers in navigating on-line accounts. Candidate will have a working knowledge of the MS Suite programs. Candidate must demonstrate the ability to interpret and apply state statutes and administrative code. Candidate will have strong written and verbal communication skills

## Department of Administration (DOA)

### Position 505101: Financial Professional Support

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division/Unit: Enterprise Operations/ Bureau of Financial Management

**Location:** Madison

**Eligible for Remote Work:** No

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

**Pay Range:** \$18.69 - \$20

#### **Job Description and Duties:**

Prepare a schedule of unreconciled interfund and intrafund transfers from SCO reports for the general fund and internal service funds. Communicate with other GAAP fund accountants as to the resolution of these transfers for the annual comprehensive financial report. Analyze Land information fund grant expenditures for various grant types and determine which counties have been paid and which ones have not. Prepare a schedule of master lease balances to include past payment and adjustments. Build a master list of operation leases for DOA, expanding upon lists already created and gathering contracts for these leases. Work on finishing the reconciliation of APPR 99900 for DOA Insurance recoveries for the first few months of FY2022. Assist in reconciliation of APPR 913 and 993 prior to fiscal year close.

#### **Preferred Knowledge, Skills and Abilities (KSA's):**

Professional training in accounting or auditing such as that which would be acquired by earning a Bachelor's Degree in accounting or auditing from an accredited post secondary college/university; or commensurate experience and training. General accounting knowledge; double entry accounting, GAAP, fund accounting Microsoft Office Suite, proficiency in. MS Excel, MS Word

## Position 505102: Architecture/Engineering/Construction Associate

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division of Facilities Development - Bureau of Architecture and Engineering

**Location:** Madison

**Eligible for Remote Work:** Possibly

**Expected Hours Per Week:** max 40

**Pay Range:** \$17 - \$19

### **Job Description and Duties:**

The position of Architecture/Engineering/Construction Associate will assist the Project Delivery, Engineering Technical Services, and/or the Construction Oversight Sections in the Bureau of Architecture and Engineering (BAE) with the management, delivery, and oversight of State of Wisconsin capital projects and implementation of the State of Wisconsin Building Program. Associate tasks may include, but are not limited to: acting as an assistant project manager to BAE full time staff; review of project plans, specifications and contract documents; conducting construction site visits to observe contractor activities and progress; preparation and review of meeting minutes; review and evaluation of contractor change orders; review and analysis of Computer Aided Design (CAD) drawings (3D and/or 2D) and manipulation of the drawings and model; and other miscellaneous tasks as needed to benefit the Bureau. The internship offers hands-on experience in building construction, architectural, and engineering services for university and state-owned buildings.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

The applicant shall have general knowledge of construction practices and procedures. The applicant shall have good communication skills (written and verbal), interpersonal skills, and have the ability to work in a collaborative environment. The applicant shall be proficient in Microsoft Word, Microsoft Excel, and Microsoft Outlook. A well-qualified candidate will have experience working with Computer Aided Design (CAD) software (3D and/or 2D). A well-qualified applicant will have junior, senior or graduate student status in an architecture, engineering, or construction management program.

## Position 505103: Capital Budget & Data Internship

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Facilities Development

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$16.71 - \$16.71

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

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 505104: Continuity of Operations Intern

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DEO

**Location:** Madison

**Eligible for Remote Work:** Yes/4 days per week

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

**Pay Range:** \$18.69 - \$22

### **Job Description and Duties:**

In this position this individual will work closely with the Agency Continuity of Operations Manager and under the direction of the Continuity of Government Director to review and make needed changes to the enterprise alerting system (RAVE). The individual will also work closely with the Agency Continuity of Operations Manager on the development of a COOP exercise. They will then with the help of the COOP team facilitate the exercise with members of the Department of Administration. Throughout the internship the individual will also be encouraged to participate in available online or in person trainings which will help the individual build their knowledge and experience in the field of emergency management and business continuity. This individual may also be asked to work on other projects including continuity of operations planning, and the development of building emergency actions plans. Through these projects the intern may be given the opportunity to be exposed to other areas of DOA include Capitol Police, Risk Management, and Facilities.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Skills needed include a basic understanding of public administration or public policy, an interest in emergency management or business continuity, Interpersonal communications skills as well as basic understanding the Microsoft Office Suite

## Position 505105: Data Management Specialist

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DEO/Supplier Diversity Program

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Yes

**Pay Range:** \$14 - \$15.45

### **Job Description and Duties:**

- Tabulate, compile, and enter diverse spend data into monthly spreadsheets for State agencies and UW campuses.
- Communicate with State agencies and UW campuses about their diverse spend data.
- Validate diverse spend data received from State agencies and UW campuses for eligibility.
- Generate monthly reports on diverse spend.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Candidate should be able to: - Have experience using spreadsheets to enter, analyze and/or tabulate data. - Have excellent oral and written communication skills as well as customer service experience. - Work well independently or in groups. - Pay attention to detail.



## Position 505106: Equity and Inclusion Program Assistant

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DPM/DVA.DOR

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Ocassionaly

**Pay Range:** \$16 - \$20

### **Job Description and Duties:**

Perform note taking duties during complaint investigations Assist with maintaining protected employee data in STAR Creating and managing query and report data Perform outreach efforts within communities Assist with managing and monitoring initiatives that relate to identified Equity and Inclusion efforts Assist with processing FMLA and accommodation requests

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Data Entry Customer Service - In person, e-mail and/or phone Experience working with confidential information

## Position 505107: ERP Support

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** STAR

**Location:** Madison

**Expected Hours Per Week:** 15-40

**Eligible for Remote Work:** Yes

**Pay Range:** \$22.1 - \$34.83

### **Job Description and Duties:**

Assist with routine Enterprise Resource Planning (ERP) support working with JIRA tickets and uploaders. Examples, update commitment control project dates as requested by agencies. Assist with asset changes that are submitted for upload. Work with team members on system projects as assigned. Documentation and organization associated with supporting the system and team. Coordinate team efforts as assigned.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Basic understanding of Accounting Concepts including debits and credits. Familiarity with T-accounts preferred. Ability to create/use/edit spreadsheets in excel. Comfortable using a computer and navigating through screens. Interested in learning the PeopleSoft system. Self starter. Able to use job aids to work through specific items.

## Position 505108: Enterprise Service Desk Agent

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Enterprise Service Desk

**Location:** Can work from home - otherwise Femrite Data Center (Madison)

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 40

**Pay Range:** \$18 - \$18

### **Job Description and Duties:**

Provides support to end users on a variety of IT issues. Identifies, researches, and resolves technical problems for end users. Responds to telephone calls, email, and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Has knowledge of commonly used IT concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Individual should have at least 6 months to 1 year of experience providing customer support, preferably in an Information Technology area. Candidates should be able to communicate effectively to help customers fix their issues through both voice (phone calls) and written communication channels. Basic computer knowledge along with keyboarding, writing, and editing skills will be useful while documenting tickets and helping in writing and updating department knowledge. Be able to interrupt and follow detailed technical documentation used to provide support and resolutions to technical issues. Ideal candidates will have previous experience in providing direct IT support to end users, possess strong computer skills and analytical aptitude, familiarity with both PC hardware and software, and good customer service skills. Position requires the ability to work at a computer keyboard for extended periods of time, ability to work over the telephone for extended periods of time troubleshooting. Operating standard computer equipment requiring continuous or repetitive hand/arm movements.

## Position 505109: Facilities Maintenance Technician

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DFTS/Bureau of Building Management

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$15

### **Job Description and Duties:**

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 with assistance of other trades staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Communication Skills Ability to work in a team Strong computer skills, MS Office, etc. Ability to appropriately and safely use hand tools, power tools, and personal safety equipment. Knowledge of occupational hazards and safety precautions related to maintenance operations. Ability to read and understand operations manuals and related documents.

## Position 505110: Facilities Maintenance Technician

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DFTS/Bureau of Building Management

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$15

### **Job Description and Duties:**

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 with assistance of other trades staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Communication Skills Ability to work in a team Strong computer skills, MS Office, etc. Ability to appropriately and safely use hand tools, power tools, and personal safety equipment. Knowledge of occupational hazards and safety precautions related to maintenance operations. Ability to read and understand operations manuals and related documents.

## Position 505111: Facilities Maintenance Technician

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DFTS/Bureau of Building Management

**Location:** Madison

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

**Eligible for Remote Work:** No

**Pay Range:** \$15 - \$15

### **Job Description and Duties:**

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 with assistance of other trades staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Communication Skills Ability to work in a team Strong computer skills, MS Office, etc. Ability to appropriately and safely use hand tools, power tools, and personal safety equipment. Knowledge of occupational hazards and safety precautions related to maintenance operations. Ability to read and understand operations manuals and related documents.

## Position 505112: Human Resources Assistant

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DPM/DEPARTMENT OF VETERAN'S AFFAIRS

**Location:** Union Grove, Wisconsin

**Eligible for Remote Work:** Occasionally

**Expected Hours Per Week:** 40

**Pay Range:** \$14 - \$16

### **Job Description and Duties:**

The Human Resources Assistant – Limited Term (LTE) position provides paraprofessional confidential support to the Human Resources team located at Union Grove Veterans Home and functions under the supervision of the Human Resources Supervisor. The position performs a wide variety of administrative support functions for Human Resources program areas. Duties and responsibilities include drafting and editing personnel documents; disseminating information; develop and production of human resources reports; updating and maintaining personnel information in PeopleSoft; providing technical assistance to human resources staff.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Data Entry Customer Service - In person, e-mail and/or phone

## Position 505113: Law Clerk

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division of Legal Services

**Location:** Madison

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

**Eligible for Remote Work:** Yes

**Pay Range:** \$18.07 - \$18.07

### **Job Description and Duties:**

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 Knowledge, Skills and Abilities (KSA's):**

- Knowledge of GAAP basisCandidate must have completed at least one year of instruction at an accredited law school. financial statements



## Position 505114: Procurement Specialist

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Enterprise Operations/Bureau of Procurement

**Location:** Madison

**Eligible for Remote Work:** Yes

**Expected Hours Per Week:** 20

**Pay Range:** \$18.69 - \$22

### **Job Description and Duties:**

Assist with compiling and analyzing supplier data; Assist in the creation of Contract Record keeping strategies, policies and procedures; Assist in the creation of Contract database fields and reporting needs; Develop a framework for record keeping in the Bureau after researching Best Practices;

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Working knowledge of procurement or supply chain management; Ability to identify problems and break down complex concepts into logical components; Ability to communicate professionally with all team members; Ability to plan, organize and prioritize projects; Working knowledge of Microsoft Office including Word and Excel; Ability to take information from multiple sources and create reports; Strong analytical/critical thinking skills

## Position 505115: Program Impact Data Management

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DEO/Service Wisconsin

**Location:** Madison

**Expected Hours Per Week:** 30

**Eligible for Remote Work:** Yes

**Pay Range:** \$19.50 - \$22.10

**Job Description and Duties:**

Serve Wisconsin has over two decades of AmeriCorps service impact data. We need an intern who can organize and present/visualize the data to communicate the positive impact AmeriCorps members are having in the State of Wisconsin.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Data management and visualization skills (e.g. Tableau or similar) Excellent written and verbal communication skills

## Position 505116: Real Estate Specialist

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DFTS/Bureau of Real Estate Mgmt

**Location:** Madison

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

**Eligible for Remote Work:** Yes, some

**Pay Range:** \$15 - \$15

**Job Description and Duties:**

Assist with contract documents for real estate transactions including leases, amendments, renewals, and easements. Enter data in the real estate management system. Audit and input data as requested. Communicate with tenants and management on real estate matters.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Communication Skills Ability to work in a team Strong computer skills, MS Office, etc.

## Position 505117: Space Planner

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** DFTS/BREM

**Location:** Madison

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

**Eligible for Remote Work:** Yes, some

**Pay Range:** \$15 - \$15

**Job Description and Duties:**

Assist division with space planning initiatives such as p-lining AutoCAD drawings, inputting space data into databases and space planning systems, as well as inventorying interior finish data in state owned facilities.

**Preferred Knowledge, Skills and Abilities (KSA's):**

AutoCAD Experience required. Strong computer skills, MS Office, etc. Good communication skills

## Position 505118: Staff Counsel

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division of Hearings and Appeals

**Location:** Madison

**Expected Hours Per Week:** 40

**Eligible for Remote Work:** Minimal

**Pay Range:** \$18.69 - \$21.00

**Job Description and Duties:**

Research legal issues in criminal or administrative law. Attend hearings, shadow ALJs and draft decisions for ALJ approval.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Law student -- 1st or 2nd year. Classes in substantive and procedural criminal law and administrative law. Excellent writing and research skills.

## Position 505119: Human Resources Assistant

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division of Personnel Management/Bureau of Merit Recruitment and Selection

**Location:** Madison

**Eligible for Remote Work:** Yes, subject to change

**Expected Hours Per Week:** 15-20

**Pay Range:** \$18 - \$22

**Job Description and Duties:**

This position provides paraprofessional and confidential administrative support work for the Division of Personnel Management and HR program areas through administrative policy research and editing, data gathering, and organization of HR data and records management.

**Preferred Knowledge, Skills and Abilities (KSA's):**

Use of Microsoft Office including Outlook, Word and Excel, edit and compile the work of peers, detail oriented, ability to plan and organize work projects, effective written and oral communication, strong interpersonal skills, ability to interpret and communicate written directions to others, ability to read, interpret and comprehend HR-related policies and procedures.

## Position 505120: Equity and Inclusion Program Associate

**Agency:** DEPARTMENT OF ADMINISTRATION

**Division:** Division of Personnel Management/Bureau of Equity and Inclusion

**Location:** Madison

**Eligible for Remote Work:** TBD

**Expected Hours Per Week:** 40

**Pay Range:** \$18.69 - \$24.48

### **Job Description and Duties:**

Under the general supervision of the Bureau Director, this position is with the Bureau of Equity and Inclusion (BEI), in the Division of Personnel Management in the Department of Administration. As the central equal employment opportunity/affirmative action office for Wisconsin state government, BEI oversees equal employment opportunity and affirmative action policies, programs, and procedures throughout the State civil service system. The Equity and Inclusion Program Associate will work with bureau staff on special projects, participate in research and development of equity and inclusion training content and provide administrative support in the following program areas: assist with planning and development of equity and inclusion initiatives, assist with rebranding the bureau's materials and messaging; work with bureau staff to update training plans and materials, research and catalog cultural, and diversity related, equity and inclusion resources; provide administrative support for meetings and bureau trainings; provide some general administrative and office support including, but not limited to scheduling, photocopying, faxing, scanning, printing.

### **Preferred Knowledge, Skills and Abilities (KSA's):**

Good oral communication and team working skills. Good organizational skills. Ability to research and work independently. Working knowledge of office equipment, including use of computers, printers, scanners, copy machines. Experience using Microsoft Office Suite including Word, Powerpoint, Excel, and Outlook. General time management skills.

