



State of Wisconsin

Written Hiring Reason Report

Fiscal Year 2019

The State of Wisconsin Written Hiring Reason Report summarizes the appointing authorities' reason for selecting persons who were appointed as new hires, promotions, and project appointments for each state agency in Wisconsin State Employment from July 1, 2018 through June 30, 2019.

Division of Personnel Management

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STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
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October 30, 2019

To: State Agency Heads,
Affirmative Action Officers and Human Resources Managers

From: Malika Evanco, Administrator 
Division of Personnel Management

Subject: Written Hiring Reason Report

The Division of Personnel Management (DPM) is required under s. 230.25 (1p), 230.21(1m)(b) and 230.27 (2k), Wis. Stats., to prepare a report summarizing, for each agency, the appointing authority's reason(s) for selecting persons who were appointed as new hires, promotions, and project appointments. This document represents the Written Hiring Reason Report for Wisconsin state government covering the period July 1, 2018 through June 30, 2019. The information collected for this report is self-reported in Wisc.Jobs by all state agencies. DPM appreciates the efforts of all state agencies in making their best effort to comply.

State agencies are encouraged to use this information as a monitoring tool for evaluation of their agency's hiring of veterans, persons with disabilities, members of racial and ethnic minority groups and women in classified and project appointments. This information may also assist agencies with recruitment and retention efforts.

If you have any questions, please contact Angela Nash, EEO/AA Program Compliance Consultant, Bureau of Equity and Inclusion, at (608) 266- 0713 or email DOADPMBEI@wi.gov.

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Written Hiring Reason Report

July 1, 2018-June 30, 2019

Introduction

The *Written Hiring Reason Report* is an annual summary of the hiring data required by section s. 230.21(1m)(b), 230.25(1p) and 230.27(2k), Wis. Stats provided by each state agency and captures the following information: 1) The hiring selection and the affirmative action category; and, 2) The reason a person not in an affirmative action category was selected in an underutilized classification. The hiring and promotion selection data is captured in the following categories for this report:

- A veteran, or a spouse of a veteran, as defined in s. 230.03(14) was hired;
- A person who participated in Disabled Expanded Certification (DEC) was hired;
- The position is in a job group that is underutilized for racial/ethnic minorities, and a person who identified as being a racial/ethnic minority was hired;
- The position is in a job group that is underutilized for women, and a person who identified as being a woman was hired;
- Non-veteran and non-Affirmative Action (AA) group hires; and
- Other - *category includes individuals who failed to disclose demographic data that informs whether the individual belongs to an affirmative action category (Tables 3 and 4).*

Note: A person hired may belong to more than one category and counted in each category that applies.

Agencies are also required to indicate one of the following reasons for appointing a candidate over other applicants in an affirmative action category:

- Appointed candidate served in same or similar position;
- Appointed candidate has advanced education and/or training;
- Appointed candidate demonstrated broader or more relevant experience; or
- Appointed candidate demonstrates greater knowledge of key tasks.

Key Findings

For FY2019, state agencies reported a total of 4,819 hires and promotions for permanent classified positions and 42 project appointments. Among the 4,819 hires and promotions in permanent classified positions (Table 1):

- 431 (8.95%) individuals were either veterans or spouses of veterans; a decrease of 0.2% from last year.
- 26 (0.5%) individuals participated in the Disabled Expanded Certification (DEC); an increase of 0.2% from last year.
- 260 (5.4%) individuals were racial ethnic minorities hired in underutilized positions; an increase of 0.2% from last year.
- 1,084 (22.5%) individuals hired identify as a racial/ethnic minority.
- 674 (14%) individuals were women hired in underutilized positions, an increase of 2.3% from last year.
- 2,667 (55%) individuals hired identify as women.
- 1,323 (27.5%) individuals hired and promoted were neither veteran, spouses of veterans, nor affirmative action group members.

Table 1

HIRES AND PROMOTIONS FOR WISCONSIN STATE AGENCIES: July 1, 2018-June 30, 2019	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	%	#	%
Total Hired	4819		42	
Veteran or Spouse	431	8.9%	1	2.4%
Disabled Expanded Certification (DEC)	26	0.5%	0	0%
Racial Ethnic Minority	1084	22.5%	4	9.5%
Racial Ethnic Minority Hired in Underutilized Job Groups	260	5.4%	1	2.4%
Women	2667	55.3%	32	76.2%
Women Hired in Underutilized Job Groups	674	14%	4	9.5%
Non-Veteran Non-AA Group Hires	1323	27.5%	9	21.4%

For FY 2019, state agencies reported the primary written hiring reason and the number of individuals hired that are non-Veteran and non-AA Group. Among the 1323 individuals hired that are non-Veteran and non-AA group (Table 2):

- The selected person demonstrated greater knowledge of key tasks for 837 individuals in permanent classified positions and four individuals for project positions.
- The selected person has broader or more relevant experience for 297 individuals in permanent classified positions and zero for project positions.
- The selected person has more advanced education and/or training for 54 individuals in permanent classified positions and four individuals for project positions.
- The selected person served in same or similar position for 135 individuals in permanent classified positions and one individual for project positions.

For FY 2019, state agencies reported the primary written hiring reason and the number of individuals hired that are Veteran and of an AA Group. Among the 3496 individuals hired that are Veteran and of an AA Group (Table 2):

- The selected person demonstrated greater knowledge of key tasks for 1995 individuals in permanent classified positions and 13 individuals for project positions.
- The selected person has broader or more relevant experience for 958 individuals in permanent classified positions and nine individuals for project positions.
- The selected person has more advanced education and/or training for 180 individuals in permanent classified positions and four individuals for project positions.
- The selected person served in same or similar position for 363 individuals in permanent classified positions and seven individuals for project positions.

Table 2

BASIS FOR HIRING DECISIONS FOR WISCONSIN STATE AGENCIES: July 1, 2018-June 30, 2019	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
	#	%	#	%
TOTAL NON-VETERAN NON-AA GROUP HIRES	1323		9	
Selected person demonstrates greater knowledge of the key tasks required in this position.	837	63.3%	4	44.4%
Selected person has broader or more relevant experience performing the duties of this position.	297	22.4%	0	0%
Selected person has more advanced education and/or training for this position.	54	4.1%	4	44.4%
Selected person served in this position or a similar position previously.	135	10.2%	1	11.1%
TOTAL VETERAN AND AA GROUP HIRES	3496		33	
Selected person demonstrates greater knowledge of the key tasks required in this position.	1995	57.1%	13	39.4%
Selected person has broader or more relevant experience performing the duties of this position.	958	27.4%	9	27.3%
Selected person has more advanced education and/or training for this position.	180	5.1%	4	12.1%
Selected person served in this position or a similar position previously.	363	10.4%	7	21.2%

Additional Findings

- 220 (4.6%) individuals failed to disclose gender, race, or both.
- 66 individuals failed to disclose race for positions underutilized for minorities.
- 21 individuals failed to disclose gender for positions underutilized for women.
- 1,743 permanent classified positions were identified as underutilized for female during recruitment.
- 1,574 permanent classified positions were identified as underutilized for minorities during recruitment.

Table 3
Hires and promotions for Wisconsin state agencies: July 1, 2018-June 30, 2019

Agency	New Original Hires and Promotions														
	Total Hires	Total Veteran & AA Group Hires ~		Veterans		DEC		Racial/ Ethnic Minorities		Women		Total Non-Veteran & Non- AA Group Hires*		Other^	
BOALTC	5	4	80%	1	20%	0	0%	1	20%	4	80%	1	20%	0	0%
BPDD	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DATCP	80	43	54%	4	5%	0	0%	4	5%	38	48%	35	44%	2	2.5%
DCF	120	104	87%	5	4%	2	1.7%	43	36%	95	79%	14	12%	2	1.7%
DFI	17	6	35%	0	0%	0	0%	3	18%	4	23.5%	11	65%	0	0%
DHA	8	5	62.5%	0	0%	0	0%	1	12.5%	5	62.5%	1	12.5%	2	25%
DHS	1157	905	78%	46	4%	5	0.4%	392	34%	760	66%	216	19%	36	3%
DMA	92	53	58%	30	33%	0	0%	9	10%	23	25%	38	41%	1	1.1%
DNR	235	106	45%	9	4%	1	0.4%	17	7%	89	38%	112	48%	17	7%
DOA	135	68	50%	9	7%	1	0.7%	19	14%	50	37%	57	42%	10	7%
DOC	1777	1198	67%	223	12.5%	9	0.5%	345	19%	888	50%	557	31	22	1.2%
DOJ	95	68	72%	9	9.5%	0	0%	16	17%	55	58%	21	22%	6	6%
DOR	141	90	64%	6	4%	1	0.7%	31	22%	73	52%	43	30%	8	6%
DOT	328	227	69%	37	11%	1	0.3%	91	28%	168	51%	94	29%	7	2%
DPI	79	57	72%	2	3%	1	1.3%	12	15%	52	66%	17	22%	5	6%
DSPS	55	37	67%	3	5.5%	0	0%	5	9%	34	62%	17	31%	1	1.8%
DVA	191	160	84%	31	16%	0	0%	29	15%	135	71%	23	12%	8	4%
DWD	197	153	78%	11	6%	3	1.5%	51	26%	126	64%	39	20%	5	3%
ECB	4	3	75%	2	50%	0	0%	0	0%	1	25%	1	25%	0	0%
ELE	2	1	50%	0	0%	0	0%	0	0%	1	50%	0	0%	1	50%
ETF	19	11	58%	2	10.5%	0	0%	2	10.5%	10	53%	8	42%	0	0%
ETH	1	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%
HEAB	1	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
OCI	12	6	50%	0	0%	0	0%	2	17%	5	42%	6	50%	0	0%
OSPD	28	25	89%	1	4%	1	4%	3	11%	24	86%	3	11%	0	0%
PSC	19	13	68%	0	0%	0	0%	4	21%	12	63%	4	21%	2	10.5%
TOUR	2	1	50%	0	0%	0	0%	0	0%	1	50%	1	50%	0	0%
WERC	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
WHS	11	6	55%	0	0%	0	0%	0	0%	6	55%	3	27%	2	18%
WTCB	8	8	100%	0	0%	1	12.5%	4	50%	7	87.5%	0	0%	0	0%
Total	4819	3359	70%									1323	27%	137	3%

~Total Veterans and AA Group individual hires who identified in one or more of the Veteran and/or AA groups.

*Total non-Veterans and non- AA Group individual hires.

^Total number of individual hires that did not identify as Veteran and/or AA Group (~ + * + ^ = Total Hires).

Table 4
Hires and promotions for Wisconsin state agencies: July 1, 2018-June 30, 2019

Agency	Project Appointments														
	Total Appt	Total Veteran & AA Group Appointments ~		Veterans		DEC		Racial/ Ethnic Minorities		Women		Total Non-Veteran & Non-AA Group Appointments*		Other^	
BOALTC	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
BPDD	2	2	100%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%
DATCP	2	2	100%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%
DCF	1	1	100%	0	0%	0	0%	1	100%	1	100%	0	0%	0	0%
DFI	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DHA	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DHS	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DMA	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DNR	6	5	83%	1	17%	0	0%	0	0%	4	67%	1	17%	0	0%
DOA	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DOC	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DOJ	19	14	74%	0	0%	0	0%	2	10.5%	14	74%	4	21%	1	5%
DOR	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DOT	3	1	33%	0	0%	0	0%	0	0%	1	33%	2	67%	0	0%
DPI	1	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
DSPS	7	6	86%	0	0%	0	0%	1	14%	6	86%	1	14%	0	0%
DVA	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
DWD	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
ECB	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
ELE	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
ETF	1	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
ETH	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
HEAB	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
OCI	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
OSPD	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
PSC	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
TOUR	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
WERC	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
WHS	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
WTCSB	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Total	42	33	79%									8	19%	1	2%

~Total Veterans and AA Group individual appointments who identified in one or more of the Veteran and/or AA groups.

*Total non-Veterans and non- AA Group individual appointments.

^Total number of individual appointments that did not identify as Veteran and/or AA Group (~ + * + ^ = Total Appointments).

Table 5
Non-Veteran and Non-AA Group Hires by Agency: July 1, 2018-June 30, 2019
Written Hiring Reason

Permanent Classified

Agency	Total	Served in Same or Similar Position		More Advanced Education and/or Training		Broader or More Relevant Experience		Demonstrates Greater Knowledge of Key Tasks	
BOALTC	1	0	0%	1	100%	0	0%	0	0%
BPDD	0	0	0%	0	0%	0	0%	0	0%
DATCP	35	9	26%	3	9%	16	46%	7	20%
DCF	14	4	29%	2	14%	5	36%	3	21%
DFI	11	0	0%	0	0%	0	0%	11	100%
DHA	1	0	0%	0	0%	0	0%	1	100%
DHS	216	46	21%	19	9%	68	31%	83	38%
DMA	38	7	18%	1	3%	14	37%	16	42%
DNR	112	13	12%	9	8%	53	47%	37	33%
DOA	57	18	32%	2	4%	27	47%	10	18%
DOC	557	2	0.4%	2	0.4%	3	0.5%	550	98%
DOJ	21	9	43%	3	14%	4	19%	5	24%
DOR	43	6	14%	5	12%	18	42%	14	33%
DOT	94	2	2%	2	2%	14	15%	76	81%
DPI	17	7	41%	3	18%	6	35%	1	6%
DSPS	17	6	35%	1	6%	3	18%	7	41%
DVA	23	2	9%	1	4%	18	78%	2	9%
DWD	39	0	0%	0	0%	39	100%	0	0%
ECB	1	0	0%	0	0%	1	100%	0	0%
ELE	0	0	0%	0	0%	0	0%	0	0%
ETF	8	1	12.5%	0	0%	4	50%	3	37.5%
ETH	1	0	0%	0	0%	0	0%	1	100%
HEAB	0	0	0%	0	0%	0	0%	0	0%
OCI	6	0	0%	0	0%	4	67%	2	33%
OSPD	3	0	0%	0	0%	0	0%	3	100%
PSC	4	0	0%	0	0%	0	0%	4	100%
TOUR	1	0	0%	0	0%	0	0%	1	100%
WERC	0	0	0%	0	0%	0	0%	0	0%
WHS	3	3	100%	0	0%	0	0%	0	0%
WTCSB	0	0	0%	0	0%	0	0%	0	0%
TOTAL	1323	135	10%	54	4%	297	22%	837	62%

Table 6
Non-Veteran and Non-AA Group Hires: July 1, 2018-June 30, 2019
Written Hiring Reason

Project Appointments

Agency	Total	Served in Same or Similar Position		More Advanced Education and/or Training		Broader or More Relevant Experience		Demonstrates Greater Knowledge of Key Tasks	
BOALTC	0	0	0%	0	0%	0	0%	0	0%
BPDD	0	0	0%	0	0%	0	0%	0	0%
DATCP	0	0	0%	0	0%	0	0%	0	0%
DCF	0	0	0%	0	0%	0	0%	0	0%
DFI	0	0	0%	0	0%	0	0%	0	0%
DHA	0	0	0%	0	0%	0	0%	0	0%
DHS	0	0	0%	0	0%	0	0%	0	0%
DMA	0	0	0%	0	0%	0	0%	0	0%
DNR	1	0	0%	1	100%	0	0%	0	0%
DOA	0	0	0%	0	0%	0	0%	0	0%
DOC	0	0	0%	0	0%	0	0%	0	0%
DOJ	4	1	25%	3	75%	0	0%	0	0%
DOR	0	0	0%	0	0%	0	0%	0	0%
DOT	2	0	0%	0	0%	0	0%	2	100%
DPI	0	0	0%	0	0%	0	0%	0	0%
DSPS	1	0	0%	0	0%	0	0%	1	100%
DVA	0	0	0%	0	0%	0	0%	0	0%
DWD	0	0	0%	0	0%	0	0%	0	0%
ECB	0	0	0%	0	0%	0	0%	0	0%
ELE	0	0	0%	0	0%	0	0%	0	0%
ETF	0	0	0%	0	0%	0	0%	0	0%
ETH	0	0	0%	0	0%	0	0%	0	0%
HEAB	0	0	0%	0	0%	0	0%	0	0%
OCI	0	0	0%	0	0%	0	0%	0	0%
OSPD	0	0	0%	0	0%	0	0%	0	0%
PSC	0	0	0%	0	0%	0	0%	0	0%
TOUR	0	0	0%	0	0%	0	0%	0	0%
WERC	0	0	0%	0	0%	0	0%	0	0%
WHS	0	0	0%	0	0%	0	0%	0	0%
WTCSB	0	0	0%	0	0%	0	0%	0	0%
TOTAL	8	1	12.5%	4	50%	0	0%	3	37.5%

STATE AGENCY ABBREVIATIONS KEY

BOALTC	Board on Aging and Long-Term Care
BPDD	Board for People with Developmental Disabilities
DATCP	Department of Agriculture Trade and Consumer Protection
DCF	Department of Children and Families
DFI	Department of Financial Institutions
DHA	Division of Hearing and Appeals
DHS	Department of Health Services
DMA	Department of Military Affairs
DNR	Department of Natural Resources
DOA	Department of Administration
DOC	Department of Corrections
DOJ	Department of Justice
DOR	Department of Revenue
DOT	Department of Transportation
DPI	Department of Public Instruction
DSPS	Department of Safety and Professional Services
DVA	Department of Veterans Affairs
DWD	Department of Workforce Development
ECB	Educational Communications Board
ELE	Elections Commission
ETF	Employee Trust Funds
ETH	Ethics Commission
HEAB	Higher Educational Aids Board
OCI	Office of the Commissioner of Insurance
OSPD	Office of the State Public Defender
PSC	Public Service Commission
TOUR	Department of Tourism
WERC	Wisconsin Employment Relations Commission
WHS	Wisconsin Historical Society
WTCSB	Wisconsin Technical College System Board

