

Wisconsin Human Resources Handbook

Chapter 136

Job Announcements

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Sec. 136.010 Introduction

The purpose of this chapter is to provide a general overview of announcing vacant classified civil service positions and some local government positions. This overview assumes the position has received appropriate budgetary, appointing authority, and classification approvals.

Sec. 136.020 Statutory and Rule Authority

1. “It is the policy of this state to recruit, select, and promote employees based on their relative skills, abilities, competencies, and knowledge, including using open processes to consider qualified applicants for initial employment.” s. 230.01(2) (bm), Wis. Stats.
 2. “Recruitment for classified positions shall be an active continuous process conducted in a manner that assures a diverse, highly qualified group of applicants; and shall be conducted on the broadest possible base consistent with sound personnel management practices and an approved affirmative action plan or program. Due consideration shall be given to the provisions of s.230.19.” s. 230.14(1), Wis. Stats.
 3. “The selection process for a position in the civil service shall be free and open to all applicants who have fulfilled the preliminary requirements stated in the position announcement. To assure that all applicants have a fair opportunity to compete, competitive procedures shall be scheduled in a manner that most nearly meet the convenience of applicants and needs of the service, as determined by the director.” s. 230.16(2), Wis. Stats.
 4. “Recruitment information shall be directed to labor market sources which the director determines are most likely to provide qualified applicants . . .” s. ER-MRS 6.02, Wis. Adm. Code.
 5. “In the interest of sound personnel management, consideration of applicants, and service to agencies, the director may set a standard for proceeding to subsequent steps in the selection process, provided that all applicants are fairly treated and due notice has been given. The director shall utilize appropriate scientific techniques and procedures in administering the selection process, in rating the results of any evaluations used in the selection process, and in determining the relative ratings of the competitors.” s. 230.16(5), Wis. Stats.
 6. “The director shall provide employees with reasonable opportunities for career advancement, within a classified service structure designed to achieve and maintain a highly competent workforce, with due consideration given to affirmative action.” s. 230.19(1), Wis. Stats.
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7. “A transfer may be made from one position to another only if specifically authorized by the director.” s. 230.29, Wis. Stats.

Sec. 136.030 Definitions

The following definitions are used in this chapter.

1. **Open competition:** A competitive selection process announced to the general public; the same opportunity is also available to current state employees regardless of employee type.
2. **Vacancy:** “. . . classified position to which a permanent appointment may be made after the appointing authority has initiated an action to fill that position.” s. ER-MRS 1.02(34), Wis. Adm. Code.
3. **Wisc.Jobs:** The state’s online human resource recruiting system, which is the official vacancy announcement medium for job opportunities in Wisconsin state civil service.

Sec. 136.050 Vacancy Announcements

Vacancy announcements appear in electronic version on the Wisc.Jobs web page at www.Wisc.Jobs, the state’s online human resource recruiting system. For additional information on publication in Wisc.Jobs, consult the *Wisc.Jobs Training Guide* on “Job Announcement”.

Persons without easy or convenient computer access will be able to find assistance in viewing the Wisc.Jobs website at their nearest job service office, many public libraries, or community-based organizations.

Sec. 136.060 Types of Announcements

There are several types of announcements: Civil Service Classified, Unclassified State Opportunities, Local & Tribal Government, Limited Term Employment, and Project Employment. The focus of this handbook chapter is primarily Civil Service Classified recruitments. (See [Chapter 228](#) of the *Wisconsin Human Resources Handbook* for staffing information on project positions, and [Chapter 224](#) of the *Wisconsin Human Resources Handbook* for information on Limited Term Employment (LTE).) Local and Tribal Government and Unclassified State Opportunities are separate sections containing job opportunities with Wisconsin counties, cities, villages, towns, school districts, technical colleges, and Tribal governments; and unclassified positions with Wisconsin state government.

Note: Agencies can have internal posting procedures. However, to consider any applicant from outside their agency, a job posting open to all applicants must be posted.

Sec. 136.070 Purpose of Announcement

The purpose of the job announcement is to advertise an opportunity and sufficiently describe the position and qualification such that a potential applicant can easily understand the duties of the job along with expected qualifications. In addition, required minimum qualifications and preferred qualifications derived from task statements and knowledge, skills, and abilities (KSAs) from the position description during the job analysis by the hiring manager, will be included in the job announcement. This indicates to the applicant the knowledge, skills and/or abilities necessary at the time of appointment and is required for all simple and complex resume assessments.

A “general information about positions in State government” page is included on the Wisc.Jobs site. This page reviews standard terms and conditions of all positions within the State of Wisconsin. Much of the information

presented on this page is created in order to save time and space in job announcements. Information included on this page does not need to be restated in the job announcement, provided a link is included on the job announcement.

Sec. 136.080 Continuous Job Announcements

On occasion, an agency will run job announcements with no deadline or “apply by” date to recruit positions with multiple vacancies and continuous hiring. Agencies can choose to announce continuous job announcements on Wisc.Jobs that have no deadline or “apply by” date for a maximum of six months from the publish date, and then “unpublish” them from the web page. If the agency completes the hiring process in fewer than six months, the agency must “unpublish” the announcement on Wisc.Jobs so applicants can no longer apply. If the agency wishes to continue publishing the announcement after six months, the agency must republish the announcement on Wisc.Jobs. Upon doing so, the re-announcement will appear for an additional six months. For continuous recruitments that have regularly scheduled review dates, this information may be included in the job announcement to better assist applicants.

Note: To maximize the effects of websites that scrape Wisc.Jobs, Enterprise Recruiting recommends refreshing continuous job announcements more frequently (every 3-4 months).

Sec. 136.090 Administrative Information

This chapter was revised in January 2003 to reflect changes in announcements due to the implementation of WiscJobs. It replaces Chapter 135—Developing Qualification Statements for Job Announcements of the *Wisconsin Personnel Manual*; Bulletin MRS-169, Pay Statements for Job Vacancy Announcements, dated July 15, 1996; and Bulletin MRS-202, Continuous Job Announcements, dated December 20, 1999.

In April 2003, a statement regarding the probationary period was added to the salary/pay information in section 136.070 of this handbook chapter.

The chapter was revised in November 2003 to include details regarding the creation of the *Continuous Recruitment Bulletin* and minor changes were made to the language in the Announcement Content Definitions section.

In August 2004, the chapter was updated to include information regarding WiscJobs being the official mechanism for public notification of job vacancies, added information that should be included in the KSA and How to Apply sections of an announcement (sec. 136.070), the ten-day requirement for web and paper posting of a job vacancy, and new publishing dates for the *Continuous Recruitment Bulletin*. Policy Bulletin OSER-0023-MRS, dated April 9, 2004, is now obsolete.

In July 2007, the chapter was updated to reflect changes in job announcement posting with the new .Jobs domain. The paper *Current Opportunities Bulletin* was discontinued and replaced by the electronic *Wisc.Jobs Bulletin*. Previously a list of permissible web-only posting positions was included (Section 136.080). All job announcements are now published in the *Wisc.Jobs Bulletin* making this section no longer relevant.

Pursuant to the changes introduced by 2015 Wisconsin Act 55, in July 2015, the Office of State Employment Relations was eliminated and the functions were transferred into the newly created Department of Administration, Division of Personnel Management. This chapter was updated to reflect the changes in terminology that resulted from the organizational restructuring.

In July 2016, Chapter 136 underwent a review and update pursuant to changes introduced by 2015 Wisconsin Act 55 and by 2015 Wisconsin Act 150. In July 2015, the Office of State Employment Relations was eliminated and the functions were transferred into the newly created Department of Administration, Division of Personnel Management. This chapter was updated to reflect the changes in terminology that resulted from the organizational restructuring. This chapter was also updated to address changes in procedural guidance and provide policy clarification. Modifications included removing area of competition, updating publication requirements, and removing fee structure for publications.

In August 2018, Chapter 136 was updated to clarify the job announcement text requirements, and update suggested refreshing of continuous job announcements. Job announcement content definitions were moved to an attachment.

ATTACHMENT

Announcement Content Definitions

Announcements submitted through Wisc.Jobs may include the following information. While some of these fields are mandatory, others are optional. Mandatory fields are designated by an asterisk (*) in Wisc.Jobs and need to be completed before submission of announcement is finalized.

A “general information about positions in State government” page is included on the Wisc.Jobs site. This page reviews standard terms and conditions of all positions within the State of Wisconsin. Much of the information presented on this page is created in order to save time and space in job announcements. Information included on this page does not need to be restated in the job announcement, provided a link is included on the job announcement.

- 1) **Organization**: The name of any state board, commission, committee, council, department or bureau or unit therein created by the constitution or statutes of Wisconsin or any local unit of government or body within created by law or by action of local units of government.
- 2) **Human Resources (HR) Contact**: Person within the human resources area who can address questions or concerns about the announcement/position.
- 3) **Human Resources (HR) Analyst**: Human resources individual within the specific agency responsible for the announcement/position.
- 4) **BMRS/Delegate**: A BMRS Human Resources Specialist who is associated with the announcement/position working in conjunction with the HR specialist in the specific agency. This also can be the advanced analyst in an agency with delegation. For these agencies, a BMRS Human Resources Specialist will not be listed.
- 5) **Announcement Type**: The type of announcement associated with the recruitment: classified, unclassified, limited term, project-permanent, or project-project employment.
- 6) **Work Hours**: The specific work hours for the position are required to be posted if outside the standard state office hours of 7:45 am – 4:30 pm.
- 7) **Class Code**: A unique set of numbers assigned to each classification used in human resources/payroll processing to identify title, pay schedule and pay range.

Posting multiple classifications: An agency may post multiple levels within the same classification series for a single vacancy. Documentation of the criteria used to evaluate candidates among the identified levels within the classification series is required prior to posting. All levels in the classification series used for consideration must be identified on the job announcement under the Class Title and Class Code fields, as well as the applicable salary information (pay range minimum, or available salary range for broadbanded classifications positions announced with hiring above the minimum (HAM), applicable sign-on bonus information, and pay schedule/ranges). The core differences between the levels also need to be included on the job announcement to ensure face validity. The agency will identify the number of vacancies within the text of the announcement and determine the appropriate level of each vacancy prior to appointment.

- 8) **County(s)**: Any or all of the 72 counties within the State of Wisconsin where the vacant position is located or where future vacancies may occur.
- 9) **Special Qualifications**: Requirements that may be necessary for applicants to qualify for this position such as typing, journey status, Commercial Driver’s License, etc.
- 10) **Type of Employment**: An indicator of employment availability: full time, part time, seasonal, evening second shift, and/or evening third shift.

- 11) **Recruitment Type:** A designation indicating continuous recruitment, entry professional, career executive, or delegated for staffing.
- 12) **Online Application:** The determination of whether or not applicants will be allowed to apply for the position electronically. All postings for classified vacancies should allow online applications.
- 13) **Documents Required:** The State application and a resume are required as part of every application. BMRS may authorize a resume equivalent to collect experience, work history, education and references for certain classifications when the applicant pool is unlikely to have resumes as part of the occupation. Agencies may require additional relevant documents from applicants as part of the application process including: cover letter, transcripts, license/certifications, layoff letters, references, DD214, VA disability rating documentation, etc.
- 14) **Salary/Pay:** Salary at which this position will be paid, quoted in the form most commonly used by the applicant pool (either hourly or annually), and any additional information regarding pay structure for this position. If there is an expected salary range in which an applicant may be hired, that salary range must be indicated. Failure to publish the full hiring pay range may result in an inability to pay above the published pay rate. The position's schedule and range must be listed in this field to facilitate application for transfer or demotion by state employees, or reinstatement. In addition, a re-announcement is not required if a change in starting salary results due to a change in the compensation plan or applicable collective bargaining agreement, however the salary should be updated if re-announced.

Calculating the Salary/Pay for Job Announcements: Annual salary is calculated by multiplying the minimum hourly rate (or amounts in the hourly salary range) by 2,080 hours. To calculate the annual rate of pay for positions less than full-time, multiply the annual salary by the percentage of time to be worked.

- 15) **Probation:** The length of the probationary period must be included in this field if it exceeds the standard twelve month probation. For example, "An eighteen-month probationary period is required."
- 16) **Special Qualifications:** Any unique requirements for the position which when communicated to an applicant will serve as notice and may aid the applicant in assessing their qualification for the position. Qualifications may include licensure requirements, language requirements, location identifiers such as agency or institution, etc. These are in addition to the requirements of all applicants detailed in the State of Wisconsin Applicant Terms and Conditions.
- 17) **Contact Text:** The name, telephone number, and email address of the individual at the agency who can answer questions about this vacancy.
- 18) **Job Announcement Title:** The job title or working title of the position.
- 19) **Class Title:** A specific title of a position from a group sufficiently alike in respect to their duties and responsibilities to justify common treatment in various employment processes.
- 20) **Bargaining Unit:** The union recognized as the exclusive collective bargaining agent for all employees covered by the labor contract. Indicates if the position is represented.
- 21) **Job Category:** Group name used to describe work being performed. This is used on the applicant side as a search mechanism.
- 22) **Job Announcement Text:** Wording of the announcement explaining the various components of the job such as duties, knowledge, skills, abilities, and application information.
 - a) **Introduction:** Information specific to the hiring agency and/or specific location welcoming applicants and marketing the job.

- b) **Job Duties:** The specific tasks the employee performs to accomplish the goals of the position. This should not be copied directly from the position description's position summary. Instead, it should be unique and entice applicants to apply for the position(s).
- c) **Special Notes:** Other agency or job specific information such as required background checks and/or fingerprinting requirements, travel requirements, physical requirements (bending, lifting, etc.), pre-employment physicals, tuberculosis tests, etc.
- d) **Qualifications:** Minimum and preferred qualifications are criteria developed from task statements, and knowledge, skills, and abilities (KSAs) from the position descriptions during the job analysis. This indicates to the applicant the knowledge, skills, and/or abilities necessary at the time of appointment and is required for all job postings.
- e) **How To Apply:** Specific information on the application procedures, such as required applicant materials (e.g. resume, cover letter, DD214, etc.), how the materials should be submitted, how current state employees who are eligible to transfer or demote should apply, how current Career Executive employees should apply, etc.

Note: The purpose of the job announcement is to advertise an opportunity and sufficiently describe the position and qualification such that a potential applicant can easily understand the duties of the job along with expected qualifications. In addition, required minimum qualifications and preferred qualifications derived from task statements and knowledge, skills, and abilities (KSAs) from the position description during the job analysis by the hiring manager, will be included in the job announcement. This indicates to the applicant the knowledge, skills and/or abilities necessary at the time of appointment and is required for all simple and complex resume assessments.

Be sure to include specific information on the application procedure in the "How to Apply" section of the job announcement. Examples of information to include in this section are materials applicants must submit along with their application, and application process instructions to current state employees eligible to transfer or demote.

The special notes section of the job announcement text may be used to communicate requirements for appointment which might include fingerprinting during a background check, physical requirements of the position, identification of travel requirements, etc.

- 23) Dates included in the announcement:
 - a. **Publication Date:** The date the vacancy is made public for recruitment purposes.
 - b. **Deadline Date:** A final deadline date by which applications must be received to be considered eligible for this recruitment. Note: The announcement is automatically unpublished once this date is reached. When a non-continuous recruitment is posted with an open deadline, a First Review Date must be included.
 - c. **First Review Date:** The first date by which the application materials must be submitted to guarantee review for hiring consideration. The date must be at least seven days after publication. Clear instructions to applicants include: "First review of materials will occur [date] and continue until the needs of the Department are met."

When using a first review date, materials submitted by the established date may be reviewed and referred for interview. A hire may be made from this list. If so, no further consideration is required of candidates who submit materials after the first review date. However, if a hire cannot be made or if additional names are requested for interview then all applicants who submitted materials after the first review date must be considered equally for hire.

Note: To be more responsive to business needs and the timeline identified for filling vacancies, HR staff may permit applicants the ability to update submitted application materials prior to the deadline or first review. However, after the first review date the materials are considered “locked” and no further changes are permitted by the applicant.

HR staff may also choose to not allow applicants to update their materials after the initial submission. Eliminating the ability to update application materials allows HR staff to begin the process of evaluating the application materials immediately and move qualified applicants to the next part of the selection process in an efficient manner.

Regardless of the option chosen, applicants will need to be notified in the job announcement. At no point may anyone other than the applicant modify submitted materials, even if at the applicant’s request.