



**State of Wisconsin
Department of Administration
Division of Personnel Management**



**Serving People Who
Serve Wisconsin**

Written Hiring Reasons Report

**Fiscal Year 2017
November 2017**

Scott Walker
Governor
State of Wisconsin

Scott Neitzel
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Department of Administration

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Serving People Who
Serve Wisconsin

Mission Statement

The Division of Personnel Management (DPM) mission is to provide innovative human resources leadership and strategic direction to Wisconsin state government in order to maximize the quality and diversity of the state's workforce.

Vision Statement

DPM's vision is to continuously improve the effectiveness and efficiency of the state's human resource system through communication, partnerships, and strategic application of best practices to Wisconsin state government.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

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November 17, 2017

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

FROM: Gregory L. Gracz, Administrator
Division of Personnel Management

SUBJECT: Written Hiring Reasons Report



The Written Hiring Reasons report for Wisconsin state government covering the period July 1, 2016 through June 30, 2017 is enclosed. 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. DPM is legally required to report reasons for hires and encourages all agencies to make it their best effort to comply.

Retrospectively, this information can be useful as a monitoring tool for your agency's hiring of veterans, persons with disabilities, members of racial and ethnic minority groups and women in classified and project appointments. Prospectively, this information may be helpful to develop a plan of action in 2018 and beyond.

Information for this report was extracted from Wisc.Jobs. The data compiled is a summary of hiring information entered by each state agency.

If you have any questions, please contact Delores Butler, Bureau of Equity and Inclusion, at (608) 266-5709 or email DOADPMBEI@wi.gov.

Enclosures

TABLE OF CONTENTS

INTRODUCTION	Page 1
SUMMARY OF KEY FINDINGS FOR JULY 1, 2016 TO JUNE 30, 2017	Page 2
Table 1 Total permanent classified and project hires for Wisconsin State Agencies: July 1, 2016 – June 30, 2017	Page 3
Table 2 Basis for hiring decisions for Wisconsin State Agencies: July 1, 2016 – June 30, 2017	Page 3
Table 3 Hires and promotions for Wisconsin State Agencies: July 1, 2016 – June 30, 2017	Page 4
Table 4 Hiring basis for Wisconsin State Agencies: July 1, 2016 – June 30, 2017	Page 5
State Agency Abbreviations	Page 6

WRITTEN HIRING REASONS REPORT
JULY 1, 2016 - JUNE 30, 2017
INTRODUCTION

Sections 230.21 (1m)(b), 230.25 (1p) and 230.27(2k), Wis. Stats. require that an appointing authority who selects an individual for an unskilled labor or service position following random certification, selects an individual certified for any permanent vacancy in the classified service, or selects an individual for a project position "shall make and retain a written record of the appointing authority's reasons for selecting the person who was appointed" if the individual is not a veteran, spouse of a veteran, or "a person the hiring of whom would serve affirmative action purposes." The data summarized in the following pages was extracted from Wisc.Jobs and compiled to provide hiring data for each state agency. Data entered into the Wisc.Jobs system is maintained by the state agencies.

The annual hiring summary is composed of two major categories: the hiring selection and the major reason for the hire. The hiring selection demonstrates whether a veteran, a spouse of a veteran, or an affirmative action group member was hired. Specifically the summary is listed as follows:

- a veteran, or a spouse of a veteran, as defined in s. 230.03 (14) was hired;
- a person with a disability was hired;
- the position is in a job group that is underutilized for racial/ethnic minorities, and a racial/ethnic minority was hired;
- the position is in a job group that is underutilized for women, and a woman was hired; and
- none of the above.

"None of the above" means a veteran, the spouse of a veteran or a person the hiring of whom would serve affirmative action purposes was not hired. Note that a person hired may fall in more than one category. For example, an individual may be a veteran, a person with a disability, a racial/ethnic minority, and a woman. In addition, those instances in which the hire is for a position in a job group that is underutilized for racial/ethnic minorities, women or both, and the person hired met one of these categories are reported. The persons hired by the state into positions not underutilized are not reported here. Also, agencies are required to indicate the most important reason for selecting the successful candidate over other applicants in one of the following categories:

- Similar Recent Experience;
- More Advanced Education and/or Training;
- More Relevant Experience; or
- Demonstrated Knowledge of Position's Key Tasks.

This summary report represents fiscal year 2017, July 1, 2016 to June 30, 2017, and includes tables summarizing: (1) employees who were hired or promoted for all agencies, and (2) the reasons of the hiring decision for all agencies.

Key Findings

For fiscal year (FY2017) state agencies reported a total of 4,045 hires/promotions for permanent classified positions and 28 hires/promotions for project positions. Among the 4,045 hires/promotions* in permanent classified positions;

- 357 (8.8%) were veterans, an increase of 0.6% from last year.
- 18 (0.4%) were persons with disabilities, equal to the FY 2016 ratio.
- 379 (9.4%) were racial ethnic minorities hired in underutilized positions, an increase in percentage by 1.4% from FY 2016.
- 335 (8.3%) were women hired in underutilized positions, an increase in percentage by 1.5% from FY 2016.
- 2,956 (73.1%) hires/promotions were neither veterans, spouses of veterans, or affirmative action group members. The primary reason for these hires/promotions are:
 - Similar recent experience: 281
 - Superior relevant education and/or experience: 330
 - More relevant experience: 986
 - Demonstrated ability with position's key tasks: 1359

* Please note that since a person hired may fall in more than one category (veteran, person with a disability, woman or racial/ethnic minority hired in an underutilized position), the numbers may not add up to the total hires.

TABLE 1
HIRES AND PROMOTIONS FOR WISCONSIN STATE AGENCIES:
JULY 1, 2016 - JUNE 30, 2017

HIRES AND PROMOTIONS	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
Total Hires (New and Promotional)	4045	****	28	***
Veteran or Spouse	357	8.8%	3	10.7%
Person with Disability	18	0.4%	0	0.0%
Racial/Ethnic Minority (position in underutilized job group)	379	9.4%	2	7.1%
Women (position in underutilized job group)	335	8.3%	0	0.0%
Non-Veteran or Non-AA Hires	2956	73.1%	23	82.1%

TABLE 2
BASIS FOR HIRING DECISIONS FOR WISCONSIN STATE AGENCIES:
JULY 1, 2016 - JUNE 30, 2017

BASIS FOR HIRING DECISIONS	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
Total Non-Veteran or Non-AA Hires	2956	****	23	***
Similar Recent Experience	281	9.5%	3	13.0%
More Advanced Education and/or Training	330	11.2%	3	13.0%
More Relevant Experience	986	33.4%	16	69.6%
Demonstrated Knowledge of Position's Key Tasks	1359	46.0%	1	4.3%

Note: The sum of the categories of hires and promotions can be greater than the "Total Hires" because a person may be reported in more than one category.

TABLE 3

HIRES AND PROMOTIONS FOR WISCONSIN STATE AGENCIES: JULY 1, 2016 - JUNE 30, 2017

PERMANENT CLASSIFIED PROJECT APPOINTMENT

Agency	Total Hires	Veterans	Disabled	Racial/Ethnic Minorities	Women	Other	Total Hires	Veterans	Disabled	Racial/Ethnic Minorities	Women	Other
BALTC	9	2 22.2%	0 0.0%	1 11.1%	0 0.0%	6 66.7%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
BCPL	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
BPDD	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DATCP	85	5 5.9%	1 1.2%	6 7.1%	19 22.4%	54 63.5%	5	1 20.0%	0 0.0%	1 20.0%	0 0.0%	3 60.0%
DCF	146	7 4.8%	0 0.0%	8 5.5%	0 0.0%	131 89.7%	3	0 0.0%	0 0.0%	1 33.3%	0 0.0%	2 66.7%
DFI	15	1 6.7%	0 0.0%	2 13.3%	0 0.0%	12 80.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DHS	1116	48 4.3%	2 0.2%	86 7.7%	213 19.1%	767 68.7%	2	1 50.0%	0 0.0%	0 0.0%	0 0.0%	1 50.0%
DMA	91	42 46.2%	0 0.0%	3 3.3%	5 5.5%	41 45.1%	2	1 50.0%	0 0.0%	0 0.0%	0 0.0%	1 50.0%
DNR	182	8 4.4%	0 0.0%	9 4.9%	8 4.4%	157 86.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOA	113	8 7.1%	0 0.0%	13 11.5%	4 3.5%	88 77.9%	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%
DOC	953	126 13.2%	7 0.7%	55 5.8%	46 4.8%	719 75.4%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOJ	94	7 7.4%	0 0.0%	7 7.4%	4 4.3%	76 80.9%	5	0 0.0%	0 0.0%	0 0.0%	0 0.0%	5 100.0%
DOR	128	9 7.0%	0 0.0%	5 3.9%	0 0.0%	114 89.1%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOT	313	34 10.9%	1 0.3%	38 12.1%	16 5.1%	224 71.6%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DPI	100	0 0.0%	0 0.0%	12 12.0%	9 9.0%	79 79.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DSPS	43	3 7.0%	0 0.0%	6 14.0%	5 11.6%	29 67.4%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DVA	222	25 11.3%	0 0.0%	49 22.1%	1 0.5%	147 66.2%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DWD	321	26 8.1%	7 2.2%	64 19.9%	1 0.3%	223 69.5%	9	0 0.0%	0 0.0%	0 0.0%	0 0.0%	9 100.0%
ECB	4	0 0.0%	0 0.0%	1 25.0%	0 0.0%	3 75.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
ELE	3	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 100.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
ERC	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
ETF	21	1 4.8%	0 0.0%	3 14.3%	0 0.0%	17 81.0%	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%
ETH	3	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 100.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
HEAB	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
OCI	16	0 0.0%	0 0.0%	0 0.0%	4 25.0%	12 75.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
PSC	10	0 0.0%	0 0.0%	2 20.0%	0 0.0%	8 80.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
SPD	34	4 11.8%	0 0.0%	7 20.6%	0 0.0%	23 67.6%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOUR	4	1 25.0%	0 0.0%	0 0.0%	0 0.0%	3 75.0%	0	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 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
WHS	15	0 0.0%	0 0.0%	2 13.3%	0 0.0%	13 86.7%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
WTCB	3	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 100.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOTALS	4045	357 8.8%	18 0.4%	379 9.4%	335 8.3%	2956 73.1%	28	3 10.7%	0 0.0%	2 7.1%	0 0.0%	23 82.1%

TABLE 4

HIRING BASIS FOR WISCONSIN STATE AGENCIES: JULY 1, 2016 - JUNE 30, 2017

PERMANENT CLASSIFIED PROJECT APPOINTMENT

Agency	Hires Other Than Veterans or AA	Similar Recent Experience	More Advanced Education and/or Training	More Relevant Experience	Demonstrated Knowledge of Position's Key Tasks	Hires Other Than Veterans or AA	Similar Recent Experience	More Advanced Education and/or Training	More Relevant Experience	Demonstrated Knowledge of Position's Key Tasks
BALTC	6	0 0.0%	0 0.0%	3 50.0%	3 50.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
BCPL	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
BPDD	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DATCP	54	8 14.8%	3 5.6%	35 64.8%	8 14.8%	3	1 33.3%	0 0.0%	2 66.7%	0 0.0%
DCF	131	13 9.9%	26 19.8%	75 57.3%	17 13.0%	2	0 0.0%	2 100.0%	0 0.0%	0 0.0%
DFI	12	1 8.3%	3 25.0%	4 33.3%	4 33.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DHS	767	129 16.8%	76 9.9%	320 41.7%	242 31.6%	1	0 0.0%	0 0.0%	1 100.0%	0 0.0%
DMA	41	4 9.8%	6 14.6%	25 61.0%	6 14.6%	1	0 0.0%	0 0.0%	1 100.0%	0 0.0%
DNR	157	18 11.5%	15 9.6%	37 23.6%	87 55.4%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOA	88	13 14.8%	8 9.1%	42 47.7%	25 28.4%	1	0 0.0%	1 100.0%	0 0.0%	0 0.0%
DOC	719	3 0.4%	10 1.4%	8 1.1%	698 97.1%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOJ	76	35 46.1%	13 17.1%	12 15.8%	16 21.1%	5	2 40.0%	0 0.0%	2 40.0%	1 20.0%
DOR	114	10 8.8%	27 23.7%	35 30.7%	42 36.8%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOT	224	4 1.8%	52 23.2%	72 32.1%	96 42.9%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DPI	79	15 19.0%	45 57.0%	18 22.8%	1 1.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DSPS	29	7 24.1%	2 6.9%	14 48.3%	6 20.7%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DVA	147	5 3.4%	33 22.4%	35 23.8%	74 50.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DWD	223	0 0.0%	1 0.4%	222 99.6%	0 0.0%	7	0 0.0%	0 0.0%	7 100.0%	0 0.0%
ECB	3	1 33.3%	0 0.0%	0 0.0%	2 66.7%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
ELE	3	1 33.3%	0 0.0%	1 33.3%	1 33.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
ERC	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
ETF	17	4 23.5%	1 5.9%	7 41.2%	5 29.4%	1	0 0.0%	0 0.0%	1 100.0%	0 0.0%
ETH	3	0 0.0%	1 33.3%	0 0.0%	2 66.7%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
HEAB	1	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
OCI	12	1 8.3%	0 0.0%	5 41.7%	6 50.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
PSC	8	1 12.5%	0 0.0%	4 50.0%	3 37.5%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
SPD	23	7 30.4%	6 26.1%	4 17.4%	6 26.1%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOUR	3	1 33.3%	0 0.0%	0 0.0%	2 66.7%	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 0.0%	0 0.0%	0 0.0%	0 0.0%
WHS	13	0 0.0%	2 15.4%	7 53.8%	4 30.8%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
WTCSB	3	0 0.0%	0 0.0%	1 33.3%	2 66.7%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOTALS	2956	281 9.5%	330 11.2%	986 33.4%	1359 46.0%	21	3 14.3%	3 14.3%	14 66.7%	1 4.8%

STATE AGENCIES ABBREVIATIONS KEY FOR FISCAL YEAR 2017

BALTC	BOARD ON AGING AND LONG TERM CARE
BCPL	BOARD OF COMMISSIONERS OF PUBLIC LANDS
BPDD	BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES
DATCP	DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION
DCF	DEPT. OF CHILDREN AND FAMILIES
DFI	DEPT. OF FINANCIAL INSTITUTIONS
DHS	DEPT. OF HEALTH SERVICES
DMA	DEPT. OF MILITARY AFFAIRS
DNR	DEPT. OF NATURAL RESOURCES
DOA	DEPT. OF ADMINISTRATION
DOC	DEPT. OF CORRECTIONS
DOJ	DEPT. OF JUSTICE
DOR	DEPT. OF REVENUE
DOT	DEPT. OF TRANSPORTATION
DPI	DEPT. OF PUBLIC INSTRUCTION
DSPS	DEPT. OF SAFETY AND PROFESSIONAL SERVICES
DVA	DEPT. OF VETERANS AFFAIRS
DWD	DEPT. OF WORKFORCE DEVELOPMENT
ELE	ELECTIONS COMMISSION
ECB	EDUCATIONAL COMMUNICATIONS BOARD
ERC	EMPLOYMENT RELATIONS COMMISSION
ETF	EMPLOYEE TRUST FUNDS
ETH	ETHICS COMMISSION
GAB	GOVERNMENT ACCOUNTABILITY BOARD
HEAB	HIGHER EDUCATIONAL AIDS BOARD
OCI	OFFICE OF THE COMMISSIONER OF INSURANCE
PSC	PUBLIC SERVICE COMMISSION
SPD	OFFICE OF THE STATE PUBLIC DEFENDER
TOUR	DEPT. OF TOURISM
WERC	WISCONSIN EMPLOYMENT RELATIONS COMMISSION
WHS	WISCONSIN HISTORICAL SOCIETY
WTCSB	WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD