



State of Wisconsin Written Hiring Reasons Report

Fiscal Year 2018

The State of Wisconsin Written Hiring Reasons Report summarizes the appointing authority reason for selecting persons who were appointed as new hires, promotions and project appointments, for each state agency in Wisconsin State Government from July 1, 2017 through June 30, 2018.

Division of Personnel Management

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STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

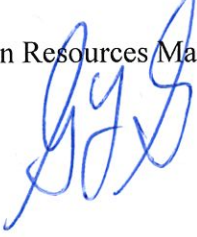
Scott Walker, Governor
Ellen Nowak, Secretary
Gregory L. Gracz, Division Administrator

August 31, 2018

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, 2017 through June 30, 2018 is enclosed. The Division of Personnel Management (DPM) is required under s. 230.21(1m)(b), 230.25 (1p) 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 Jeanette Johnson, Bureau of Equity and Inclusion, at (608) 266-3017 or email DOADPMBEI@wi.gov.

Enclosures

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WRITTEN HIRING REASONS REPORT

JULY 1, 2017 - JUNE 30, 2018

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.*

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 2018 (FY2018), July 1, 2017 to June 30, 2018, 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.

* "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.

Key Findings

For FY 2018 state agencies reported a total of 4,414 hires/promotions for permanent classified positions and 23 hires/promotions for project positions. Among the 4,414 hires/promotions* in permanent classified positions;

- 405 (9.2%) were veterans, an increase of 0.4% from last year.
- 13 (0.3%) were persons with disabilities, a decrease in percentage by 0.1% from last year.
- 228 (5.2%) were racial ethnic minorities hired in underutilized positions, a decrease in percentage by 4.2% from last year.
- 516 (11.7%) were women hired in underutilized positions, an increase in percentage by 3.4% from last year.
- 3,252 (73.7%) hires/promotions were neither veterans, spouses of veterans, or affirmative action group members. The primary reason for these hires/promotions are:
 - Similar recent experience: 397
 - Superior relevant education and/or experience: 253
 - More relevant experience: 999
 - Demonstrated ability with position's key tasks: 1,603

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 1
HIRES AND PROMOTIONS FOR WISCONSIN STATE AGENCIES:
JULY 1, 2017 - JUNE 30, 2018

| HIRES AND PROMOTIONS | PERMANENT CLASSIFIED POSITIONS | | PROJECT POSITIONS | |
|---|---|-------|--------------------------|-------|
| Total Hires (New and Promotional) | 4414 | **** | 23 | *** |
| Veteran or Spouse | 405 | 9.2% | 2 | 8.7% |
| Person with Disability | 13 | 0.3% | 1 | 4.3% |
| Racial/Ethnic Minority (position in underutilized job group) | 228 | 5.2% | 3 | 13.0% |
| Women (position in underutilized job group) | 516 | 11.7% | 0 | 0.0% |
| Non-Veteran or Non-AA Hires | 3252 | 73.7% | 17 | 73.9% |

TABLE 2
BASIS FOR HIRING DECISIONS FOR WISCONSIN STATE AGENCIES:
JULY 1, 2017 - JUNE 30, 2018

| BASIS FOR HIRING DECISIONS | PERMANENT CLASSIFIED POSITIONS | | PROJECT POSITIONS | |
|---|---|-------|--------------------------|-------|
| Total Non-Veteran or Non-AA Hires | 3252 | **** | 17 | *** |
| Similar Recent Experience | 397 | 12.2% | 3 | 17.6% |
| More Advanced Education and/or Training | 253 | 7.8% | 3 | 17.6% |
| More Relevant Experience | 999 | 30.7% | 4 | 23.5% |
| Demonstrated Knowledge of Position's Key Tasks | 1603 | 49.3% | 7 | 41.2% |

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, 2017 - JUNE 30, 2018

PERMANENT CLASSIFIED PROJECT APPOINTMENT

| Agency | Total Hires | Veterans | Disabled | Racial/Ethnic Minorities | Women | Other | Total Hires | Veterans | Disabled | Racial/Ethnic Minorities | Women | Other |
|--------|-------------|----------|----------|--------------------------|-------|-------|-------------|----------|----------|--------------------------|-------|-------|
| BALTC | 3 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| BOPL | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BPDD | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| DATCP | 82 | 2 | 1 | 4 | 2 | 73 | 4 | 1 | 0 | 2 | 0 | 1 |
| DCF | 136 | 5 | 0 | 1 | 0 | 130 | 0 | 0 | 0 | 0 | 0 | 0 |
| DFI | 15 | 1 | 0 | 0 | 1 | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| DHS | 904 | 35 | 1 | 63 | 127 | 678 | 1 | 0 | 0 | 0 | 0 | 1 |
| DMA | 92 | 38 | 0 | 2 | 4 | 48 | 3 | 1 | 0 | 0 | 0 | 2 |
| DNR | 319 | 17 | 0 | 15 | 20 | 267 | 3 | 0 | 0 | 0 | 0 | 3 |
| DOA | 132 | 24 | 1 | 3 | 9 | 95 | 1 | 0 | 0 | 0 | 0 | 1 |
| DOC | 1461 | 186 | 1 | 55 | 243 | 976 | 0 | 0 | 0 | 0 | 0 | 0 |
| DOJ | 64 | 5 | 0 | 4 | 5 | 50 | 2 | 0 | 0 | 0 | 0 | 2 |
| DOR | 156 | 16 | 1 | 0 | 0 | 139 | 0 | 0 | 0 | 0 | 0 | 0 |
| DOT | 300 | 22 | 2 | 21 | 18 | 237 | 0 | 0 | 0 | 0 | 0 | 0 |
| DPI | 87 | 1 | 2 | 6 | 7 | 71 | 3 | 0 | 0 | 1 | 0 | 2 |
| DSPS | 53 | 9 | 0 | 1 | 2 | 41 | 3 | 0 | 0 | 0 | 0 | 3 |
| DVA | 230 | 25 | 1 | 36 | 58 | 110 | 0 | 0 | 0 | 0 | 0 | 0 |
| DWD | 239 | 13 | 3 | 13 | 9 | 201 | 2 | 0 | 1 | 0 | 0 | 1 |
| ECB | 3 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| ELE | 6 | 1 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| ETF | 28 | 1 | 0 | 1 | 0 | 26 | 1 | 0 | 0 | 0 | 0 | 1 |
| ETH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HEAB | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| OCI | 22 | 0 | 0 | 0 | 8 | 14 | 0 | 0 | 0 | 0 | 0 | 0 |
| PSC | 19 | 0 | 0 | 0 | 0 | 19 | 0 | 0 | 0 | 0 | 0 | 0 |
| SPD | 35 | 1 | 0 | 2 | 0 | 32 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOUR | 3 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| WERC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| WHS | 18 | 1 | 0 | 0 | 0 | 17 | 0 | 0 | 0 | 0 | 0 | 0 |
| WTCSS | 4 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 4414 | 405 | 13 | 228 | 516 | 3252 | 23 | 2 | 1 | 3 | 0 | 17 |

TABLE 4

HIRING BASIS FOR WISCONSIN STATE AGENCIES: JULY 1, 2017 - JUNE 30, 2018

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 | 2 | 1 50.0% | 0 0.0% | 1 50.0% | 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% |
| BPDD | 1 | 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% |
| DATCP | 73 | 5 6.8% | 3 4.1% | 47 64.4% | 18 24.7% | 1 | 0 0.0% | 0 0.0% | 0 0.0% | 1 100.0% |
| DCF | 130 | 28 21.5% | 18 13.8% | 53 40.8% | 31 23.8% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| DFI | 13 | 0 0.0% | 1 7.7% | 2 15.4% | 10 76.9% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| DHS | 678 | 187 27.6% | 92 13.6% | 169 24.9% | 230 33.9% | 1 | 0 0.0% | 0 0.0% | 0 0.0% | 1 100.0% |
| DMA | 48 | 9 18.8% | 2 4.2% | 24 50.0% | 13 27.1% | 2 | 0 0.0% | 0 0.0% | 0 0.0% | 2 100.0% |
| DNR | 267 | 52 19.5% | 25 9.4% | 134 50.2% | 56 21.0% | 3 | 1 33.3% | 1 33.3% | 1 33.3% | 0 0.0% |
| DOA | 95 | 11 11.6% | 5 5.3% | 69 72.6% | 10 10.5% | 1 | 0 0.0% | 0 0.0% | 1 100.0% | 0 0.0% |
| DOC | 976 | 2 0.2% | 10 1.0% | 13 1.3% | 951 97.4% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| DOJ | 50 | 30 60.0% | 3 6.0% | 11 22.0% | 6 12.0% | 2 | 0 0.0% | 1 50.0% | 0 0.0% | 1 50.0% |
| DOR | 139 | 6 4.3% | 30 21.6% | 76 54.7% | 27 19.4% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| DOT | 237 | 4 1.7% | 6 2.5% | 41 17.3% | 186 78.5% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| DPI | 71 | 15 21.1% | 23 32.4% | 29 40.8% | 4 5.6% | 2 | 1 50.0% | 1 50.0% | 0 0.0% | 0 0.0% |
| DSPS | 41 | 10 24.4% | 2 4.9% | 26 63.4% | 3 7.3% | 3 | 0 0.0% | 0 0.0% | 1 33.3% | 2 66.7% |
| DVA | 110 | 6 5.5% | 23 20.9% | 46 41.8% | 35 31.8% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| DWD | 201 | 0 0.0% | 0 0.0% | 200 99.5% | 1 0.5% | 1 | 0 0.0% | 0 0.0% | 1 100.0% | 0 0.0% |
| ECB | 1 | 1 100.0% | 0 0.0% | 0 0.0% | 0 0.0% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| ELE | 5 | 2 40.0% | 0 0.0% | 3 60.0% | 0 0.0% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| ETF | 26 | 11 42.3% | 1 3.8% | 7 26.9% | 7 26.9% | 1 | 1 100.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| ETH | 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% |
| HEAB | 1 | 0 0.0% | 1 100.0% | 0 0.0% | 0 0.0% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| OCI | 14 | 3 21.4% | 1 7.1% | 8 57.1% | 2 14.3% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| PSC | 19 | 3 15.8% | 1 5.3% | 14 73.7% | 1 5.3% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| SPD | 32 | 3 9.4% | 5 15.6% | 15 46.9% | 9 28.1% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| TOUR | 1 | 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% |
| 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 | 17 | 8 47.1% | 0 0.0% | 7 41.2% | 2 11.8% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| WTCBSB | 4 | 0 0.0% | 1 25.0% | 2 50.0% | 1 25.0% | 0 | 0 0.0% | 0 0.0% | 0 0.0% | 0 0.0% |
| TOTALS | 3252 | 397 12.2% | 253 7.8% | 999 30.7% | 1603 49.3% | 17 | 3 17.6% | 3 17.6% | 4 23.5% | 7 41.2% |

STATE AGENCIES ABBREVIATIONS KEY FOR FISCAL YEAR 2018

| | |
|--------------|---|
| 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 |
| ETF | EMPLOYEE TRUST FUNDS |
| ETH | ETHICS COMMISSION |
| 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 |