

State of Wisconsin

Written Hiring Reasons Report

Fiscal Year 2016 (July 1, 2015 to June 30, 2016)



Serving People Who
Serve Wisconsin

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September 21, 2016

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, 2015, through June 30, 2016, is enclosed. The Division of Personnel Management (DPM) is required under ss. 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 reasons for selecting the persons who were appointed for 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 2017 and beyond.

Information for this report was extracted from WiscJobs. 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 Affirmative Action, at (608) 266-5709 or email delorese.butler@wi.gov.

Enclosures

TABLE OF CONTENTS

INTRODUCTION		Page 1
SUMMARY OF KEY FINDINGS FOR JULY 1, 2015 TO JUNE 30, 2016		Page 2
Table 1	Total permanent classified and project hires for Wisconsin State Agencies July 1, 2015 – June 30, 2016	Page 3
Table 2	Basis for hiring decisions for Wisconsin State Agencies: July 1, 2015 – June 30, 2016	Page 3
Table 3	Hires and promotions for Wisconsin State Agencies: July 1, 2015 – June 30, 2016	Page 4
Table 4	Hiring basis for Wisconsin State Agencies July 1, 2015 – June 30, 2016	Page 5
State Agency Abbreviations		Page 6

WRITTEN HIRING REASONS REPORT

JULY 1, 2015 - JUNE 30, 2016

INTRODUCTION

This report is required under ss. 230.25 (1p), 230.21(1m)(b) and 230.27 (2k), Wis. Stats. The law requires that for each permanent appointment (new or promotional) made from a certification of eligible applicants, and for each appointment to a project position, the appointing authority shall make and retain a written record of the reasons for selecting the person who was appointed, if the person appointed is not a veteran, the spouse of a veteran or is not a person the hiring of whom would serve affirmative action purposes. The data summarized in the following report was extracted from WiscJobs and compiled to provide hiring data for each state agency. Data entered into the WiscJobs system was 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 shows whether a veteran, a spouse of a veteran or an affirmative action group member was hired or not. Specifically it 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.

If “*none of the above*” is checked (i.e., a veteran, the spouse of a veteran or a person the hiring of whom would serve affirmative action purposes was not hired) the written hiring reasons portion of the form must be completed. 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, or a woman. Furthermore, not all racial/ethnic minority and female hires are reported as serving affirmative action purposes on this form. In order for a hire to be considered as serving affirmative action purposes, the hire must be for a position in a job group that is underutilized for racial/ethnic minorities, women or both.

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;
- ❖ Demonstrated Knowledge of Position’s Key Tasks; or
- ❖ No Hiring Reason Given.

This summary report covers fiscal year 2016 for the period from July 1, 2015 to June 30, 2016, and it 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 2016, agencies reported a total of 3,289 hires/promotions for permanent classified positions and 23 hires/promotions for project positions. Among the 3,289 hires/promotions* in permanent classified positions:

- ❖ 273 (8.3%) were veterans, a decrease of 1.4% from last year,
- ❖ 12 (0.4%) were persons with disabilities, a decrease of 0.3% from last year,
- ❖ 265 (8.1%) were racial ethnic minorities hired in underutilized positions, a decrease of 0.3%; and
- ❖ 225 (6.8%) were women hired in underutilized positions, an increase of 1.2% from last year.
- ❖ 2,514 (76.4%) hires/promotions were not identified as veterans, spouses of veterans, or affirmative action group members. The primary reasons for these hires/promotions are:
 - ✓ Similar Recent Experience: 218
 - ✓ More Advanced Education and/or Training: 327
 - ✓ More Relevant Experience: 902
 - ✓ Demonstrated Knowledge of Position's Key Tasks: 792
 - ✓ No Hiring Reason Given: 275

**Note: The numbers may not add up to the total hires as a person hired may identify in more than one category (veteran, person with a disability, woman or racial/ethnic minority hired in an underutilized position).*

TABLE 1
HIRES AND PROMOTIONS FOR WISCONSIN STATE AGENCIES:
JULY 1, 2015 - JUNE 30, 2016

HIRES AND PROMOTIONS	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
Total Hires (New and Promotional)	3289	****	23	***
Veteran or Spouse	273	8.3%	1	4.3%
Person with Disability	12	0.4%	0	0.0%
Racial/Ethnic Minority (position in underutilized job group)	265	8.1%	2	8.7%
Women (position in underutilized job group)	225	6.8%	0	0.0%
Non-Veteran or Non-AA Hires	2514	76.4%	20	87.0%

TABLE 2
BASIS FOR HIRING DECISIONS FOR WISCONSIN STATE AGENCIES:
JULY 1, 2015 - JUNE 30, 2016

BASIS FOR HIRING DECISIONS	PERMANENT CLASSIFIED POSITIONS		PROJECT POSITIONS	
Total Non-Veteran or Non-AA Hires	2514	****	20	***
Similar Recent Experience	218	8.7%	3	15.0%
More Advanced Education and/or Training	327	13.0%	1	5.0%
More Relevant Experience	902	35.9%	9	45.0%
Demonstrated Knowledge of Position's Key Tasks	792	31.5%	6	30.0%
No Hiring Reason Given	275	10.9%	1	5.0%

TABLE 3

HIRES AND PROMOTIONS FOR WISCONSIN STATE AGENCIES: JULY 1, 2015 - JUNE 30, 2016
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	1 33.3%	0 0.0%	1 33.3%	0 0.0%	1 33.3%	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	78	4 5.1%	0 0.0%	5 6.4%	13 16.7%	56 71.8%	2	0 0.0%	0 0.0%	1 50.0%	0 0.0%	1 50.0%
DCF	133	6 4.5%	0 0.0%	4 3.0%	0 0.0%	123 92.5%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DFI	20	4 20.0%	0 0.0%	0 0.0%	0 0.0%	16 80.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DHS	873	30 3.4%	0 0.0%	59 6.8%	127 14.5%	657 75.3%	3	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 100.0%
DMA	87	36 41.4%	1 1.1%	1 1.1%	2 2.3%	47 54.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DNR	165	8 4.8%	0 0.0%	6 3.6%	10 6.1%	141 85.5%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOA	89	15 16.9%	1 1.1%	8 9.0%	2 2.2%	63 70.8%	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%
DOC	609	81 13.3%	6 1.0%	52 8.5%	35 5.7%	435 71.4%	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%
DOJ	90	7 7.8%	0 0.0%	11 12.2%	2 2.2%	70 77.8%	10	1 10.0%	0 0.0%	0 0.0%	0 0.0%	9 90.0%
DOR	218	12 5.5%	0 0.0%	2 0.9%	0 0.0%	204 93.6%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOT	271	30 11.1%	1 0.4%	26 9.6%	16 5.9%	198 73.1%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DPI	69	1 1.4%	0 0.0%	5 7.2%	5 7.2%	58 84.1%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DSPS	39	3 7.7%	0 0.0%	3 7.7%	3 7.7%	30 76.9%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DVA	245	18 7.3%	1 0.4%	39 15.9%	0 0.0%	187 76.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DWD	181	10 5.5%	2 1.1%	25 13.8%	5 2.8%	139 76.8%	4	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4 100.0%
ECB	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%
ETF	20	0 0.0%	0 0.0%	6 30.0%	0 0.0%	14 70.0%	2	0 0.0%	0 0.0%	1 50.0%	0 0.0%	1 50.0%
GAB	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%
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	20	2 10.0%	0 0.0%	1 5.0%	5 25.0%	12 60.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
PSC	19	1 5.3%	0 0.0%	2 10.5%	0 0.0%	16 84.2%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
SPD	26	2 7.7%	0 0.0%	5 19.2%	0 0.0%	19 73.1%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOUR	4	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4 100.0%	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%	0 0.0%	0 0.0%
WHS	8	0 0.0%	0 0.0%	2 25.0%	0 0.0%	6 75.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
WTCB	16	2 12.5%	0 0.0%	1 6.3%	0 0.0%	13 81.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOTALS	3289	273 8.3%	12 0.4%	265 8.1%	225 6.8%	2514 76.4%	23	1 4.3%	0 0.0%	2 8.7%	0 0.0%	20 87.0%

TABLE 4

HIRING BASIS FOR WISCONSIN STATE AGENCIES: JULY 1, 2015 - JUNE 30, 2016

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	No Hiring Reason Given	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	No Hiring Reason Given
BALTC	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%	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	56	7 12.5%	7 12.5%	38 67.9%	4 7.1%	0 0.0%	1	0 0.0%	0 0.0%	1 100.0%	0 0.0%	0 0.0%
DCF	123	12 9.8%	47 38.2%	41 33.3%	23 18.7%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DFI	16	1 6.3%	2 12.5%	7 43.8%	6 37.5%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DHS	657	92 14.0%	48 7.3%	291 44.3%	219 33.3%	7 1.1%	3	0 0.0%	1 33.3%	2 66.7%	0 0.0%	0 0.0%
DMA	47	2 4.3%	3 6.4%	19 40.4%	23 48.9%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DNR	141	17 12.1%	39 27.7%	28 19.9%	31 22.0%	26 18.4%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOA	63	16 25.4%	9 14.3%	27 42.9%	11 17.5%	0 0.0%	1	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0 0.0%
DOC	435	0 0.0%	0 0.0%	3 0.7%	207 47.6%	225 51.7%	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%
DOJ	70	16 22.9%	18 25.7%	14 20.0%	13 18.6%	9 12.9%	9	2 22.2%	0 0.0%	2 22.2%	5 55.6%	0 0.0%
DOR	204	12 5.9%	54 26.5%	112 54.9%	26 12.7%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DOT	198	1 0.5%	13 6.6%	59 29.8%	120 60.6%	5 2.5%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DPI	58	12 20.7%	26 44.8%	19 32.8%	1 1.7%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DSPS	30	7 23.3%	2 6.7%	12 40.0%	8 26.7%	1 3.3%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DVA	187	3 1.6%	47 25.1%	50 26.7%	86 46.0%	1 0.5%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
DWD	139	0 0.0%	0 0.0%	138 99.3%	0 0.0%	1 0.7%	4	0 0.0%	0 0.0%	4 100.0%	0 0.0%	0 0.0%
ECB	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%	0 0.0%	0 0.0%
ETF	14	4 28.6%	0 0.0%	7 50.0%	3 21.4%	0 0.0%	1	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
GAB	3	0 0.0%	0 0.0%	2 66.7%	1 33.3%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
HEAB	1	0 0.0%	0 0.0%	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%
OCI	12	2 16.7%	5 41.7%	4 33.3%	1 8.3%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
PSC	16	4 25.0%	1 6.3%	8 50.0%	3 18.8%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
SPD	19	5 26.3%	3 15.8%	8 42.1%	3 15.8%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOUR	4	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%	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	6	1 16.7%	0 0.0%	5 83.3%	0 0.0%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
WTCSB	13	3 23.1%	3 23.1%	6 46.2%	1 7.7%	0 0.0%	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
TOTALS	2514	218 8.7%	327 13.0%	902 35.9%	792 31.5%	275 10.9%	20	3 15.0%	1 5.0%	9 45.0%	6 30.0%	1 5.0%

STATE AGENCIES ABBREVIATIONS KEY FOR FISCAL YEAR 2016

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
ECB	EDUCATIONAL COMMUNICATIONS BOARD
ETF	EMPLOYEE TRUST FUNDS
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

