



# State of Wisconsin W-2 Hiring Report

Fiscal Year 2018

*Hiring Report Covering Primarily the hiring of certified W-2 employees 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

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Date: August 31, 2018

To: State Agency Heads

From: Gregory L. Gracz, Administrator

Subject: Fiscal Year (FY) 2018 W-2 Hiring Report

I am pleased to forward the Fiscal Year 2018 report on employment of customers of the Wisconsin Works (W-2) program. Included in this report are the number of W-2 job seekers employed by each state agency and the classification of each position filled from July 1, 2017 through June 30, 2018.

STATUTORY MANDATE Section 230.147 Wis. Stats., requires state agencies with 100 or more full-time equivalent (FTE) positions to annually prepare and implement a plan to hire customers of the Wisconsin Works (W-2) program. The Division of Personnel Management, Bureau of Equity and Inclusion (DPM/BEI) reviews each agency's W-2 plan and results during monitoring visits. Agencies with fewer than 100 FTE positions are encouraged to participate in the W-2 employment program. The State Fair Park Board is required to participate by state law and is, therefore, always included in the report.

The goals of the W-2 employment program are to ensure that W-2 customers are: (1) employed in state service in the same ratio as the ratio of persons receiving W-2 to the state civilian labor force; and (2) enabled to become economically self-sufficient.

## WISCONSIN WORKS (W-2) EMPLOYMENT STANDARDS

State agencies with more than 100 full-time equivalent positions are required to develop and implement a plan to hire W-2 participants [Wis. Stats 230.147]. The W-2 goal for the state is based on the ratio of the average case load receiving aid in the previous fiscal year to the average number of persons in the state civilian labor force in the preceding fiscal year. In fiscal year 2018, according to the Department of Children and Families (DCF), the average monthly caseload for the state was 5,360; whereas the civilian labor force provided by the Department of Workforce Development (DWD) was 3,169,122, or a ratio of .02%. DPM has set a standard for state agencies to hire two percent of its permanent classified positions for fiscal year 2018 from W-2 participants.

## GOAL ACHIEVEMENT - FISCAL YEAR 2017

Collectively the State of Wisconsin government has achieved the W-2 hiring goal of two percent for fiscal year 2018. Of the 3,309 original hires for permanent classified positions in all state agencies, 297, or 8.97 percent new hires were W-2 participants. Each state agency has a part in contributing to the overall achievement of the W-2 program.

In the following pages, we have summarized the W-2 hiring data by state agency and by classification title. The data in this report is extracted from the state employment application system, Wisc.Jobs.





## RESOURCES AVAILABLE TO ASSIST AGENCIES TO ACHIEVE W-2 GOALS

Together with DCF, DPM provides resources and support to agencies to recruit, assess, certify and retain W-2 customers. DPM encourages agencies to use the W-2 Certification hiring process. Under ER-MRS 27, Wis. Admin. Code (Exceptional Methods and Kinds of Employment), agencies may use W-2 as a special qualification for filling a vacant position under general certification rules to increase the number of W-2 customer applicants during the certification process.

Agencies use the following options to assist in increasing the number of W-2 customers applicants:

- Request a W-2 Certification list (this list contains only individuals currently eligible for W-2 services).
- Plan W-2 hiring events.
- Connect with WorkSmart Network.
- Give workshops and informational sessions at W-2 program locations.
- Request additional W-2 applicants on the Certification list.
- Attend job fairs at W-2 program locations.

For information about the **W-2 certification method** and the hiring process, state agencies should contact DPM Bureau of Merit, Recruitment and Selection by sending an email to [ESC@wisconsin.gov](mailto:ESC@wisconsin.gov) or calling (608) 266-1731.

For information about **W-2 planning, strategy and this report**, state agencies should contact DPM/BEI by sending an email to [DOADPMBEI@wisconsin.gov](mailto:DOADPMBEI@wisconsin.gov) or calling (608) 266-3017; TTY: Call Relay 711.

For the management of the **W-2 program** in the State of Wisconsin, state agencies should contact DCF by sending an email to [bwf\\_co@wisconsin.gov](mailto:bwf_co@wisconsin.gov).

**Permanent W-2 Hires Report  
Number of Agency New Original Hires for FY 2018**

<b>Department</b>	<b>Number of W-2 New Original Hires</b>
Administration, Department of	3
Children and Families, Department of	17
Corrections, Department of	114
Financial Institutions, Department of	1
Health Services, Department of	80
Historical Society, Wisconsin	1
Military Affairs, Department of	1
Natural Resources, Department of	2
Public Defender, Office of State	3
Revenue, Department of	11
Safety and Professional Services, Department of	4
Transportation, Department of	22
Veterans Affairs, Department of	22
Workforce Development, Department of	16
<b>Total New Hires</b>	<b>297</b>

**Note:** Agencies not listed had no W-2 hires.

**Permanent W-2 Hires Report**  
**Number of Hires by Classification for FY 2018**

Class Title	Total
00160 - ACCOUNTANT	1
01100 - REVENUE TAX SPECIALIST	1
01372 - PROPERTY ASSMNT PRAC SPEC-JOURNEY	1
01500 - REVENUE AUDITOR/REVENUE FIELD AUDITOR	1
03362 - HEALTH CARE RATE ANALYST-SEN	1
04161 - COLLECTIONS SPECIALIST	1
07210 - EXECUTIVE STAFF ASSISTANT	1
09210 - BUDGET & POLICY ANALYST DIV-ADV	1
14273 - IS ENTERPRISE TECHNICAL SERVICES PROFESSIONAL	1
15001 - PARALEGAL	1
16000 - OFFICE ASSOCIATE	1
16160 - OFFICE OPERATIONS ASSOCIATE	20
16470 - OPERATIONS PROGRAM ASSOCIATE	8
18401 - LEGAL SECRETARY	3
18900 - OFFENDER RECORDS ASSOCIATE	2
19033 - EMPLOYMENT SECURITY ASSISTANT 3	10
19302 - TRANSPORTATION CUST REP-SENIOR	5
19410 - HUMAN RESOURCES ASSISTANT	1
20171 - SHIPPING AND MAILING ASSOCIATE	1
20501 - INVENTORY CONTROL COORDINATOR	3
21271 - TAX REPRESENTATIVE 1	1
23002 - MEDICAL PROGRAM ASSISTANT ASSOCIATE	3
23270 - ENVIRONMENTAL PROGRAM ASSOCIATE	1
23690 - LICENSE/PERMIT PROGRAM ASSOCIATE	3
35101 - HEALTH INFORMATION TECHNICIAN 1	1
36401 - PHARMACY TECHNICIAN-ENTRY	1
38101 - NURSING ASSISTANT 1	3
38102 - NURSING ASSISTANT 2	12
38103 - NURSING ASSISTANT 3	1
38302 - NURSE CLINICIAN 2	7
38304 - NURSE CLINICIAN 4	1
38501 - RESIDENT CARE TECHNICIAN - ENTRY	2
38502 - RESIDENT CARE TECHNICIAN - OBJ	32
38503 - RESIDENT CARE TECHNICIAN - ADV	5
39200 - DENTAL ASSISTANT	1
48260 - EMPLOYMENT & TRAINING SPECIALIST	1
48501 - UNEMPLOYMENT BENEFIT SPECIALIST	3

**Permanent W-2 Hires Report**  
**Number of Hires by Classification for FY 2018**

Class Title	Total
49160 - VOCATIONAL REHABILITATION COUNSELOR	1
49161 - VOCATIONAL REHAB COUNSELOR-IN TRNG	1
49501 - PROBATION AND PAROLE AGENT	5
50201 - TREATMENT SPECIALIST 1	4
51401 - SOCIAL WORKER-CORRECTIONS	2
51402 - SOCIAL WORKER-CORRECTIONS-SENIOR	1
52961 - INITIAL ASSESSMENT SPECIALIST	7
53760 - YOUTH COUNSELOR	5
54200 - INCOME MAINTENANCE SPECIALST	10
54301 - CHILD CARE SUBSIDY SPECIALIST	1
58200 - TEACHER	3
65200 - POLICE OFFICER	1
65400 - PARK RANGER	1
66001 - PSYCHIATRIC CARE TECHNICIAN	13
66002 - PSYCHIATRIC CARE TECHNICIAN - ADV	4
66100 - CORRECTIONS COMMUNICATION OPERATOR	3
66500 - CORRECTIONAL OFFICER	49
67571 - REVENUE AGENT	4
67671 - REVENUE FIELD AGENT	2
75401 - DMV CUSTOMER SERVICE REPRESENTATIVE	16
76102 - FACILITIES MAINTENANCE SPECIALIST-ADVANCED	3
76125 - FACILITIES REPAIR WORKER	1
76126 - FACILITIES REPAIR WORKER-ADVANCED	2
84202 - CORRECTIONS FOOD SERVICE LEADER 2	8
84402 - COOK 2	1
84801 - FOOD SERVICE ASSISTANT 1	1
84802 - FOOD SERVICE ASSISTANT 2	1
86501 - LAUNDRY WORKER	1
89161 - CUSTODIAN	3
89162 - CUSTODIAN - LEAD	1
<b>Total New Hires</b>	<b>297</b>