



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



**Serving People Who  
Serve Wisconsin**

**W-2 Hiring Report**

Fiscal Year 2017

November 2017

*Scott Walker*

Governor  
State of Wisconsin

*Scott Neitzel*

Secretary  
Department of Administration

*Gregory L. Gracz*

Administrator  
Division of Personnel Management



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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Date: November 17, 2017  
To: State Agency Heads  
From: Gregory L. Gracz, Administrator  
Subject: Fiscal Year (FY) 2017 W-2 Hiring Report

I am pleased to forward the Fiscal Year 2017 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, 2016 through June 30, 2017.

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 2017, according to the Department of Children and Families (DCF), the average monthly caseload for the state was 6,339; whereas the civilian labor force provided by the Department of Workforce Development (DWD) was 3,130,876, 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 2017 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 2017. Of the 2,779 original hires for permanent classified positions in all state agencies, 238, or 8.56 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.

Through your efforts we have had a successful year in placing W-2 customers in state civil service positions. Of the 2,779 new hires to state employment, 238, or 8.56 percent were W-2 hires. This exceeds the state's hiring goal of two percent. Thank you for your ongoing commitment to this important effort.

If you have questions, please contact Delores Butler at (608) 266-5709 or email [DOADPMBEI@wi.gov](mailto:DOADPMBEI@wi.gov).

CC: HR Directors



## Serving People Who Serve Wisconsin

### 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 (BMRS) 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) 266-5709; 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 2017**

Department	Number of W-2 New Original Hires
Administration, Department of	1
Aging & Long Term Care, Board on	1
Agriculture, Trade & Consumer Protection, Department of	1
Children and Families, Department of	9
Corrections, Department of	32
Health Services, Department of	99
Justice, Department of	1
Military Affairs, Department of	3
Natural Resources, Department of	1
Public Defender, Office of State	5
Public Instruction, Department of	3
Public Service Commission	1
Revenue, Department of	7
Safety and Professional Services, Department of	3
Transportation, Department of	8
Veterans Affairs, Department of	30
Workforce Development, Department of	33
<b>Total New Hires</b>	<b>238</b>

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

**Permanent W-2 Hires Report  
Number of Hires by Classification for FY 2017**

Class Title	Total
00151 - MEDICAL CLAIMS SPECIALIST	1
00152 – MEDICAL CLAIMS SPECIALIST- SR	1
00162 – FINANCIAL SPECIALIST-SENIOR	1
00263 - ACCOUNTANT-JOURNEY	1
00363 - PUBLIC UTIL FINCL ANALYST-SENIOR	1
01301 - PROPERTY ASSESSMENT SPEC, 01302 - PROPERTY ASSESSMENT SPEC- JOURNEY	1
03740 - HEALTH CARE SUPERVISOR	1
04561 - REGULATORY SPECIALIST	1
04562 - REGULATORY SPECIALIST - SENIOR	1
13371 - IS SYSTEMS DEVELOPMENT SRVCS PROF	1
13902 - IS RESOURCES SUPP TECH-INTER	1
14561 - TRAINING OFFICER	1
16160 - OFFICE OPERATIONS ASSOCIATE	7
16470 - OPERATIONS PROGRAM ASSOCIATE	1
16520 - PROGRAM SUPPORT SUPERVISOR-DOC	1
18401 - LEGAL SECRETARY	3
18900 - OFFENDER RECORDS ASSOCIATE	1
18902 - OFFENDER RECORDS ASSISTANT 2	1
19033 - EMPLOYMENT SECURITY ASSISTANT 3	18
19510 - HUMAN RESOURCES ASSISTANT-ADVANCED	1
19701 - UNEMPLOYMENT COMPENSATION ASSOC 1	3
20500 - INVENTORY CONTROL ASSISTANT	1
21271 - TAX REPRESENTATIVE 1	1
21311 - PAYROLL AND BENEFITS SPECIALIST	1
23002 - MEDICAL PROGRAM ASSISTANT ASSOCIATE	1
23690 - LICENSE/PERMIT PROGRAM ASSOCIATE	2
23902 – RECORDS PROGRAM ASSOCIATE-ADV	2
25040 - AVIATION CONSULTANT	1
25961 - ENGINEERING SPEC-TRANSPR	1
38101 - NURSING ASSISTANT 1	6
38102 - NURSING ASSISTANT 2	20
38103 - NURSING ASSISTANT 3	2
38302 - NURSE CLINICIAN 2	10
38501 - RESIDENT CARE TECHNICIAN – ENTRY	5
38502 - RESIDENT CARE TECHNICIAN – OBJ	26
48260 – EMPLOYMENT AND TRAINING SPECIALIST	1
48501 - UNEMPLOYMENT BENEFIT SPECIALIST	4

**Permanent W-2 Hires Report  
Number of Hires by Classification for FY 2017**

Class Title	Total
49000 - VOCATIONAL REHABILITATION PROGRAM ASSOCIATE	1
49161 - VOCATIONAL REHAB COUNSELOR-IN TRNG	4
49501 - PROBATION AND PAROLE AGENT	6
49601 - OFFENDER CLASSIFICATION SPECIALIST	1
50503 - OMBUDSMAN SERVICES SPECIALIST	1
51401 - SOCIAL WORKER-CORRECTIONS	2
52961 - INITIAL ASSESSMENT SPECIALIST	4
53501 - CHILD CARE COUNSELOR 1	1
53602 - CADET SPECIALIST-SENIOR	1
53760 - YOUTH COUNSELOR	1
54200 - INCOME MAINTENANCE SPECIALST	31
54203 - INCOME MAINTENANCE SPECIALIST-ADVANCED	1
54301 - CHILD CARE SUBSIDY SPECIALIST	4
55772 - WASTEWATER SPECIALIST-SENIOR	1
58200 - TEACHER	1
59900 - EDUCATION SPECIALIST	1
65502 - MILITARY AFFAIRS SECURITY OFFICER	1
66001 - PSYCHIATRIC CARE TECHNICIAN	11
66002 - PSYCHIATRIC CARE TECHNICIAN - ADV	5
66100 - CORRECTIONS COMMUNICATION OPERATOR	3
66503 - CORRECTIONAL SERGEANT	2
67461 - PUBLIC DEFENDER INVESTIGATOR	1
67571 - REVENUE AGENT	3
75401 - DMV CUSTOMER SERVICE REPRESENTATIVE	2
75401 - DMV CUSTOMER SERVICE REPRESENTATIVE, 19301 - TRANSPORTATION CUSTOMER REP, 19302 - TRANSPORTATION CUST REP-SENIOR	3
77102 - POWER PLANT OPERATOR-SENIOR	2
84202 - CORRECTIONS FOOD SERVICE LEADER 2	3
84204 - CORRECTIONS FOOD SERVICE LEADER 4	1
84401 - COOK 1	1
84801 - FOOD SERVICE ASSISTANT 1	1
86501 - LAUNDRY WORKER	2
89161 - CUSTODIAN	2
93072 - ELECTRONICS TECHNICIAN - SECURITY - SEN	1
99904 - OFFICE SUPPORT EXAM	1
<b>Total New Hires</b>	<b>238</b>