

# Wisconsin Human Resources Handbook

## Chapter 108

### Area of Competition

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#### Sec. 108.010 Introduction

One of the most important determinations when announcing a vacancy for civil service testing or certifying candidates from an existing register is the appropriate area of competition (AOC). To determine the most appropriate area of competition, agency staff must understand and comply with the provisions of s. 230.19, Wis. Stats. This handbook chapter provides guidelines to determine the AOC and includes a plain language interpretation of the provisions of s. 230.19, Wis. Stats. which will assist in making area of competition and certification decision. (See Determining the Appropriate Area of Competition, section 108.050, of this handbook chapter.)

#### Sec. 108.020 Statutory and Rule Authority

1. Section 230.14(1), Wis. Stats., states that “Recruitment for classified positions shall be an active continuous process conducted in a manner that [ensures] a diverse, highly qualified group of applicants and shall be conducted on the broadest possible base consistent with sound personnel management practices and an approved affirmative action plan or program. Due consideration should be given to the provisions of s. 230.19, Wis. Stats.”
2. “The Administrator shall provide employees with reasonable opportunities for career advancement, within a classified service structure designed to achieve and maintain a highly competent work force, with due consideration given to affirmative action.” s. 230.19(1), Wis. Stats.
3. “If, in the judgment of the administrator, the group of applicants best able to meet the requirements for vacancies in positions in the classified service are available within the classified service, the vacancies shall be filled by competition limited to persons in the classified service who are not employed under s. 230.26 (Limited Term Employment) or 230.27 (Project Appointment) and persons with the right of restoration resulting from layoff under s. 230.34(2), unless it is necessary to go outside the classified service to be consistent with an approved affirmative action plan or program. The administrator may also limit competition for promotion to the employees of an agency or an employing unit within an agency if the

resulting group of applicants would fairly represent the proportion of members of racial and ethnic, gender or disabled groups in the relevant labor pool for the state.” s. 230.19(2), Wis. Stats.

### Sec. 108.030 Definitions

The following are definitions of terms used in this Chapter.

1. **Affirmative Action:** “Specific actions in employment that are designed and taken for the purposes of all of the following: (a) ensuring equal opportunities; (b) eliminating a substantial disparity between the proportion of members of racial and ethnic, gender or disabled groups either in job groups within the classified civil service, . . . and the proportion of members of racial and ethnic, gender or disabled groups in the relevant labor pool; and (c) eliminating present effects of past discrimination.” s. 230.03(2), Wis. Stats.
2. **Agency:** “[A]ny state board, commission, committee, council, or department in state government or a unit thereof created by the constitution or statutes if such board, commission, committee, council, department, unit or the head thereof, is authorized to appoint subordinate staff by the constitution or statute, except a legislative or judicial board, commission, committee, council, department or unit thereof or an authority created under chs. 231, 232, 233, 234 or 235. . . .” s. 230.03(3), Wis. Stats.
3. **Area(s) of Competition (AOC):** The group of people eligible to apply for a position. There are two primary areas of competition to consider: open and promotional competition. Open competition is open to all qualified applicants. Promotional competition is open to qualified applicants in the classified civil service who occupy a regular, seasonal or sessional position in which permanent status may be obtained; who are on an approved leave of absence; who are former employees with restoration rights resulting from layoff; or who have previously gained permanent status and are temporarily serving in a project position. Promotional competition may be open to all eligible employees within the classified civil service (servicewide), or, if certain conditions are met, to eligible employees within the University of Wisconsin System (systemwide), an agency (agency), or recognized employing unit (unit).
4. **Open competition:** All applicants, including current state employees and all other United States residents, may compete for the position.
5. **Promotional competition:** Only applicants in the classified civil service who occupy a permanent classified, seasonal or sessional position in which permanent status may be obtained; who are on an approved leave of absence; who are former employees with restoration rights resulting from layoff; or who have previously gained permanent status and are temporarily serving in a project position under a project appointment may compete. Promotional competition may be open to all eligible employees within the classified civil service (servicewide), or, if certain conditions are met, to eligible employees within the UW System (systemwide), an agency (agency), or recognized employing unit (unit).
6. **Best able:** The candidates or potential candidates who meet at least the minimum qualifications of the position based on relevant knowledge, skills, or abilities (KSAs).
7. **Feeder groups:** Job groups or classifications in which the most qualified applicants for the vacancy are likely to be found.
8. **Classified service:** All positions not included in the unclassified service. See s. 230.08(2) and (3)(a), Wis. Stats.
9. **Employing Unit:** “[A]n agency or a functional, organizational or geographic unit within the agency which has been approved under s. 230.30, Wis. Stats., for the agency to use for any one or combination of the following: promotion, demotion, transfer, reinstatement, restoration, layoff and other related personnel transactions.” s. ER-MRS 1.02(7), Wis. Adm. Code.

10. **Servicewide:** An area of recruitment or certification including only current permanent classified employees in Wisconsin state civil service (including seasonal, sessional employees and employees on probation) who are not serving a limited term or project appointment basis.
11. **Systemwide:** An area of recruitment or certification including only current permanent classified employees within the UW System (including seasonal employees and employees on probation) who are not serving a limited term or project appointment basis.

#### **Sec. 108.040 AOC Considerations**

1. When making AOC determinations, classified state employee applicant pools include *servicewide*, *systemwide* (UW system only), *agency*, and *employing unit*. Any of these four areas of competition may be reviewed to determine if it meets the requirements of s. 230.19, Wis. Stats., and ER-MRS 6.01, Wis. Adm. Code. See section 108.030 of this handbook chapter for working definitions of the applicant pools.
2. To provide employees with reasonable opportunities for career advancement, agencies should consider the classified state employee applicant pool when staffing classified positions. This AOC recruitment is commonly called *servicewide*.
3. Section 230.19(2), Wis. Stats., states in part that: “If, in the judgment of the administrator, the group of applicants best able to meet the requirements for vacancies in positions in the classified service are available within the classified service, the vacancies shall be filled by competition limited to persons in the classified service . . . unless it is necessary to go outside the classified service to be consistent with an approved affirmative action plan or program.”
  - a. When considering classified state employees as an applicant pool, agencies must first determine whether this applicant pool contains those applicants best able to meet the requirements for the vacancy or vacancies.
  - b. Section ER-MRS 6.01, Wis. Adm. Code, outlines some of the factors that shall be considered when determining the best able applicant base of recruitment. Agencies should consider:
    - 1) affirmative action
    - 2) agency goals
    - 3) staff development patterns;
    - 4) availability of qualified applicants
    - 5) effect on employee morale or turnover
    - 6) designated promotional patterns
    - 7) availability of trained people in the labor market;
    - 8) value of bringing new personnel with different backgrounds into the service
    - 9) current pay
    - 10) employee benefits and hiring practices
    - 11) interests of other agencies in using a register
    - 12) efficiency in recruitment and examinations
  - c. Due consideration must be given to affirmative action when making area of competition decisions. (See s. 230.19, Wis. Stats.)

#### **Sec. 108.050 Determining the Appropriate Area of Competition**

Where is the best able applicant pool for your job classification? See Attachment #1 for an example of an AOC worksheet that will assist with determining the AOC and Attachment #3 for a sample AOC analysis.

1. If an agency has determined, based on a review of the position requirements, that the applicant pool best able to meet the requirements is from outside state service, then the agency may recruit or certify open.
2. If an agency has determined the best able applicant pool is from applicants within state service, the following areas may be considered:
  - a. Servicewide
  - b. Agency or Systemwide (UW System only)
  - c. Employing Unit

Which of the above listed areas best describes the most appropriate area of competition for your vacancy? See 108.030(6) of this handbook chapter for a definition of “best able.”

### Sec. 108.060 Recruiting Servicewide

If the best able analysis shows that servicewide recruitment is the most appropriate base of recruitment, agency staff must determine if the classification is included in an approved affirmative action plan, i.e., is the classification in a job group that is underutilized for racial/ethnic minorities or women, or both? (Underutilization information is not available for persons with disabilities due to incomplete labor force data.)

1. To make the underutilization determination, refer to Attachments B and C of the Division of Affirmative Action’s (DAA) *Standards for Agency Equal Employment Opportunity/Affirmative Action Plans* and do the following:
  - a. Locate the job group that includes the classification in which the vacancy exists; and
  - b. Check the *Standards* table, pages 18-27, Attachments A and B, for both minorities and women; an “X” will appear under the appropriate heading if the job group is underutilized; and
  - c. The agency may recruit servicewide if the job group is not underutilized for both minorities and women at the statewide, regional, or agency recruiting areas.
2. If the job group is underutilized for minorities or women at the statewide, regional, or agency recruiting area, the agency must conduct an AOC analysis as outlined below. See Attachment #1 for an example of an AOC worksheet.
  - a. AOC Analysis: Identify the logical and relevant feeder job group(s) or classifications for the vacancy or position classification for which you are recruiting. To decide which feeder class(es) or group(s) is appropriate, logical, or relevant, use sound personnel management practices. Workforce data are available from the OSER/DAA Alphabetical List of Classifications by Position Type. Upon request, DAA provides each agency with statistics for that agency.
  - b. When determining the logical and relevant feeder groups for an AOC analysis, agency personnel shall compare the vacant position to:
    - 1) Specific duties of the potential feeder classes.
    - 2) Class specifications of the potential feeder classes.
    - 3) Pay range assignments of the potential feeder classes.
    - a) Generally positions in the same job group, no more than three pay ranges or one broadband below the position being filled, should be considered logical, relevant, or

appropriate. (Note: Former terminology was “reasonable, related, and relevant.” *Reasonable* referred to candidates that were one to three ranges or several ranges below the vacancy. *Related* referred to candidates with essential skills, training, etc., to the vacancy. *Relevant* referred to candidates with highly applicable skills to the vacancy.)

- b) This does not rule out the use of “lower than three pay range or one broadband” feeder classes in unusual cases when it is determined that the specific duties of those feeder classes are logical, relevant, or appropriate. Situations of more than three pay ranges or one broadband may need a clear example to stay with the logical, relevant, and appropriate parameters.
  - c) If at least one feeder group or classification being considered is more than three pay ranges or one broadband below the position being filled, the DMRS staffing analyst or, if staffing is delegated, the agency personnel representative, must consult with DAA or the agency AA Officer to discuss whether this determination is appropriate.
  - d) The DMRS staffing specialist for agencies that do not have staffing delegation or agency personnel representative responsible for a delegated staffing transaction has final authority when deciding which feeder groups are included as part of the AOC analysis.
3. After deciding which feeder classes or groups are relevant based on criteria in (2)(b), compare the availability (percentage listed in the *Standards* tables) of minorities and/or women (one or both may be underutilized) to the relevant labor pool using the following method. If the AOC is servicewide and the job group is underutilized for minorities or women, perform the area of competition analysis only for the underutilized group (either minorities or women, as appropriate).
- a. Divide the total number of women in the identified feeder classifications by the total number of employees or full-time equivalent positions (FTEs) in the same identified feeder classifications. The resulting percentage of women is the relevant pool availability for women.
  - b. Divide the total number of racial/ethnic minorities in the feeder classifications by the total number of employees or FTEs in the feeder classifications. The resulting percentage of minorities is the relevant pool availability for minorities.
  - c. Compare the percentages you have just calculated to the availability percentages for the job group of the vacant position. Please note that only in the case of a servicewide AOC decision can you limit your analysis to just one underutilized group, if applicable. See section 108.070(2) of this handbook chapter regarding agency, UW System, or employing unit recruitment.
  - d. If the comparison reveals that the resulting applicant pool meets or exceeds the DAA availability percentages for women or minorities, then you may limit the area of competition to servicewide. If the comparison does not meet or exceed availability percentages, you must broaden the area of competition to include persons outside the classified service (open competition).
4. Agencies must maintain documentation of the workforce analysis for four years from the register establishment date. This is according to the records retention established for documents contained in the Register Folder.

### **Sec. 108.070 Recruiting at the Agency, UW System, or Employing Unit Level**

1. Section 230.19(2), Wis. Stats, states that: “. . . The [DMRS] administrator may also limit competition for promotion to the employees of an agency or an employing unit within an agency if the resulting group of applicants would fairly represent the proportion of members of racial and ethnic, gender or disabilities groups

in the relevant labor pool for the state.” Note: DAA uses 7.3 percent as an estimate of persons with disabilities in the overall labor market.

2. This provision provides further authority to limit competition to a specific agency, the UW System, or employing unit. However, agencies that want to limit competition to an agency, the UW System, or the employing unit must do an AOC analysis as described in section 108.060(2)a, (3), and (4) of this handbook chapter. This analysis must be done in all cases, even if the vacant classification is not in an underutilized job group. Use the same process as described in section 108.060(3) (above) to identify the relevant labor pool. Compare your relevant and logical labor pool data to the OSER/DAA availability standards (percentage listed in the *Standards* tables).
3. If the resulting applicant pool in the agency, the UW System, or the employing unit does not meet or exceed the DAA availability percentages of women and minorities, the agency must select a broader area of competition (e.g., from unit to agency or from agency to servicewide) and perform another AOC analysis as outlined in section 108.060(2)a (above). Continue this process until DAA availability percentages of women and minorities are met or exceeded at the employing unit, agency, or UW System level.

### **Sec. 108.080 Recruiting for Career Executive Positions**

1. Section 230.19, Wis. Stats., must also be considered when making AOC decisions for Career Executive positions. Chapter 156 of the *Wisconsin Human Resources Handbook* provides the following information specific to AOC options for staffing Career Executive positions:
  - a. Option I: Internal agency lateral voluntary movements or reassignments within an agency under Option I are permissible and do not require prior approval from DMRS.
  - b. Option II: This option is currently not available for use by any state agency.
  - c. Option III: An AOC analysis must be done when considering this option even if the classification is underutilized. Consult OSER/DAA’s *Standards for Agency Equal Employment Opportunity/Affirmative Action Plans* for the appropriate job group and availability standards.
  - d. Option IV: There are no limitations when using this option.
2. MRS-225CLR/POL- 72, ([http://oser.state.wi.us/bulletins/bulletin\\_get.asp?bid=48](http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=48)) contains more detailed information regarding various Career Executive recruitment options.

### **Sec. 108.090 Recruitment Activity Plan (RAP)**

Recruitment activity plans (RAPs) should be completed and retained in agency register folders according to procedures detailed in DMRS Bulletin MRS-148/AA-8 ([http://oser.state.wi.us/bulletins/bulletin\\_get.asp?bid=18](http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=18)). The RAP can be found on the OSER web site at <http://oser.state.wi.us/docview.asp?docid=1226>.

### **Sec. 108.100 Certifications from Existing Registers**

1. In addition to governing rules for new recruitment, section 230.19, Wis. Stats., applies to requesting certifications from existing registers established from a restricted AOC such as employing unit, agency or servicewide/systemwide. The difference between AOC decisions for a new recruitment and AOC decisions for restricting the basis of certification for an existing register is in determining the relevant labor pool. Although the relevant labor pool for an established employment register would already have been determined, an analysis must be performed when restricting the AOC.

2. For all agency/systemwide or unit certifications and for a servicewide certification where the targeted classification is underutilized, an agency must meet or exceed the OSER/DAA statewide job group availability standards to justify restricting the AOC of the certification.
3. As noted in section 108.060(4) of this handbook chapter, agencies must maintain proper documentation of each AOC analysis conducted according to the records retention tables for documents contained in the Register Folder.
4. Unless staffing is delegated, agency personnel must request written approval for a restricted certification from the DMRS staffing analyst responsible for that classification.

**EXAMPLE:** Register XYZ was established as an open register and an agency wants to certify a list of candidates from that register restricting it to current classified employees only (servicewide). The agency must do all of the following:

- a. justify the best able applicant pool (in this case servicewide);
- b. certify servicewide from this open register if the vacant position is in a job group that is not underutilized; and
- c. compare the availability (percentages listed in the *Standards* tables) of women and/or minorities to the relevant labor pool (i.e., the makeup of eligible minorities and/or women on the restricted register) if the vacant position is in a job group that is underutilized.

#### **Sec. 108.110 Approvals**

1. Each agency is responsible for complying with the provisions of s. 230.19, Wis. Stats. Agencies must use OSER/DAA workforce analysis data as part of the AOC decision process. Documentation of the data and AOC decision process used shall be kept in the applicable Register Folder.
2. All restricted AOC certification decisions must be reviewed by the agency AA Officer. (See section 108.100 of this handbook chapter.)
3. All restricted AOC certification decisions must be approved by a DMRS staffing analyst unless the agency has an approved delegation agreement, in which case only staffing transactions that are not delegated to the agency require DMRS approval. See Attachment #2 for an example of an AOC justification.
4. AOC decisions for delegated staffing transactions will be reviewed during delegation audits.

#### **Sec. 108.120 Related Register Requests**

1. To justify the use of a related register under ER-MRS 12.04, Wis. Adm. Code, use the same factors for determining AOC decisions as those used for making AOC decisions of established employment registers.
2. In addition to the requirements in ER-MRS 12.04, Wis. Adm. Code, the following factors will be considered to determine whether use of a related register is appropriate:
  - a. The AOC analysis of the eligible applicant pool resulting from the use of the register;
  - b. Underutilization status of the classification or job group being filled; and
  - c. The specific recruitment activities (the RAP form) of the requested register.
3. The agency AA Officer must review and approve the request.

4. The documents specified in section 108.120(2) of this handbook chapter will be submitted to DMRS along with the completed *Request to Use Related Register* form (OSER-MRS-194 [Rev. 5/99]; web site: <http://oser.state.wi.us/docview.asp?docid=1277>) when making a request to use a related register. Agencies without formal staffing delegation and agencies with formal staffing delegation seeking to use related registers created by another agency, must obtain DMRS approval prior to use of a related register (see MRS-199, dated June 24, 1999). Agencies with formal staffing delegation will continue to approve use of their own agency-held registers using the general principles established.
5. Agencies must maintain proper documentation of each related register request according to the records retention tables for documents contained in the Register Folder.
6. OSER will incorporate provisions on the extension and reactivation of registers into delegation agreements.

### **Sec. 108.130      Requests to Extend or Reactivate a Register**

1. The process used to make AOC decisions made under s. 230.19, Wis. Stats., 108.060(2)(a) and 108.120, of this handbook chapter, will be used to approve or deny a request to extend or reactivate a register under s. 230.25(3), Wis. Stats, and ER-MRS 11.03(2), Wis. Adm. Code.
2. The requirements to extend or reactivate a register are contained in the *Request to Extend or Reactivate a Register* form (OSER-MRS-136 [Rev. 1/94]; web site: <http://oser.state.wi.us/docview.asp?docid=1229>). In addition to the agency justification to extend or reactivate a register, the following factors will be considered when determining whether to extend or reactivate a register:
  - a. The AOC analysis of the requested register (the analysis is of the remaining applicant pool); and
  - b. Underutilization status of the classification or job group being filled.
3. The agency AA Officer must review and approve the request.
4. The documents specified in section 108.130(2) of this handbook chapter must be submitted to the appropriate DMRS staffing analyst by the agency when requesting to extend or reactivate a register.
5. Agencies must maintain proper documentation of each extension or reactivation request according to the records retention tables for documents contained in the Register Folder.
6. OSER will incorporate provisions on the extension and reactivation of registers into delegation agreements.

### **Sec. 108.140      Administrative Information**

This chapter was originally issued in February 1978 as part of the Wisconsin Personnel Manual. It was revised to reflect current procedures, incorporated in the *Wisconsin Human Resources Handbook*, and reissued in February 2002. Bulletin MRS-175 became obsolete at that time. Formatting changes were made in April 2002. In March 2003 more changes were made to reflect current formatting, including the addition of an Administrative Information section.

Attachment #1

AREA OF COMPETITION WORKSHEET

Classification of vacant position			AA Job Group	
% of Minorities		Underutilized for Minorities?	Pay Schedule/Range	
% of Women		Underutilized for Women?		

**Where are the best-qualified applicants?**  
(Open, Servicewide, Agency, or Employing Unit)

**A. Open**

- ⇒ No data analysis needed.
- ⇒ Announce in Current Employment Opportunities Bulletin.

**B. Servicewide**

• *Is the AA job group underutilized for women and/or minorities?*

- ⇒ If NO, you may announce servicewide.
- ⇒ If YES, then:

Determine the logical feeder groups.  
Determine the percentages of women and/or minorities in those feeder groups.

• *Do the minority and/or women percentages of employees in your specific applicant pool meet or exceed the percentages for the AA job group?*

- ⇒ If NO, you MUST announce open.
- ⇒ If YES, you may announce servicewide.

**C. Employing Unit or Agency**

- Determine the logical feeder groups.
- Determine the percentages of women and minorities in those feeder groups.

(worksheet continued on next page)

Job Group #: \_\_\_\_\_  
 Job Group Title: \_\_\_\_\_

Classification	Pay Schedule/Range	# of Women		# of Minorities		Total # of Employees
		Total	%	Total	%	
		<b>Total</b>	<b>%</b>	<b>Total</b>	<b>%</b>	

Note: Women percentage totals are calculated by dividing the total number of women by the total number of employees in the applicant pool; minority percentage totals are calculated by dividing the total number of minorities by the total number of employees in the applicant pool.

• *Do the percentages of women and minorities in the applicant pool meet or exceed the percentages in the AA job group?*

⇒ If NO, you may attempt to limit the area of competition to the next largest area of competition using the same methodology to compute your new applicant pool.

⇒ If YES, you may announce at the AOC for which you did your calculations.

Attachment #2

AOC JUSTIFICATION AND ANALYSIS

DATE:

TO: [Name of DMRS Staffing Analyst]  
DMRS Staffing Specialist  
Office of State Employment Relations

FROM: [Name Of Agency Personnel Representative]  
[Name Of Agency]  
[Telephone Number]

SUBJECT: Request for [Area of Competition] Competitive Promotional Recruitment for [Classification Title]

We are requesting approval to limit the area of competition for a [Classification Title] position to classified employees within [Area]. Our plan is to announce in the Current Employment Opportunities Bulletin on [Date].

JUSTIFICATION: *(Justification should include supporting information pertaining to duties and level of responsibility for which this position is responsible, the requirements necessary for someone to be successful in the position, and the applicant pool that would best able meet the requirements of this position.)*

AOC ANALYSIS: This classification is underutilized for [Racial/Ethnic Minorities and/or Women]. A review of the logical and relevant applicant pool within [Area] demonstrates that limiting the area of competition will not diminish any state affirmative action efforts.

The pool of applicants would consist of the following classifications (all titles include the “confidential” designation where appropriate): the table on the following page shows that we exceed the availability standard for [Racial/Ethnic Minorities and/or Women] in the [Job Group Title and #]. Therefore, we are requesting your approval for a [Area] competitive promotional recruitment based on this AOC analysis.

(continued on next page)

Attachment #3

[CLASSIFICATION]

[PAY RANGE]

Area of Competition Analysis for [AREA] Recruitment

Job Group #: \_\_\_\_\_

Job Group Title: \_\_\_\_\_

CLASSIFICATION	PAY SCHEDULE/RANGE	# OF MINORITIES	# OF WOMEN	TOTAL # OF EMPLOYEES
TOTALS	---	XX	XXX	XXX
Relevant Pool Availability	---	X.X%	X.X%	---
Availability Standard for Job Group # _____	---	X.X%	X.X%	---

Ethnic Minority Exceed Availability Std?    Yes    No    N/A  
 Women Exceed Availability Std?            Yes    No    N/A

REQUEST MADE BY:

\_\_\_\_\_  
 Name/Title/Agency

\_\_\_\_\_  
 Date

REQUEST: \_\_\_\_\_ APPROVED    \_\_\_\_\_ DENIED

\_\_\_\_\_  
 OSER/DMRS Staffing Analyst

\_\_\_\_\_  
 Date

Comments:

**SAMPLE AOC ANALYSIS**

PAYROLL AND BENEFITS SPECIALIST 5  
PR2-14  
Area of Competition Analysis for Systemwide Recruitment

Job Group: #202  
Job Group Title: Administrative Support - Fiscal

CLASSIFICATION	PAY SCHEDULE/RANGE	# OF MINORITIES	# OF WOMEN	TOTAL # OF EMPLOYEES
Payroll & Benefits Spec 2	2-11	11	48	65
Payroll & Benefits Spec 3	2-12	6	60	70
Payroll & Benefits Spec 4	2-13	8	69	115
Payroll & Benefits Spec Conf	81-5	1	7	11
Financial Spec 3	2-11	4	61	158
Financial Spec 4	2-12	2	16	63
Financial Spec 5	2-13	0	0	2
Financial Spec Conf	81-5	1	0	2
<b>TOTALS</b>	---	33	261	486
Relevant Pool Availability	---	6.79%	53.70%	---
Availability Standard for Job Group #202	---	6.10%	49.70%	---

\*\* Numbers in the columns are not actual; used for demonstration purposes only.

Ethnic Minority Exceed Availability Std?    Yes    No    N/A  
Women Exceed Availability Std?                Yes    No    N/A

REQUEST MADE BY:

\_\_\_\_\_

\_\_\_\_\_

Name/Title/Agency

Date

REQUEST: \_\_\_\_\_ APPROVED    \_\_\_\_\_ DENIED

\_\_\_\_\_

\_\_\_\_\_

OSER/DMRS Staffing Analyst

Date

Comments: