

STATE OF WISCONSIN  
Office of State Employment Relations

Jim Doyle, Governor

Karen E. Timberlake, Director



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WHO SERVE WISCONSIN

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Date: September 29, 2006  
To: State Agency Heads and University Chancellors  
From: Karen E. Timberlake, Director *Karen E. Timberlake*  
Subject: FY06 W-2 Hiring Report

I am pleased to forward the Fiscal Year 2006 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, 2005, through June 30, 2006.

Through your efforts, we have had another successful year in placing W-2 customers in state civil service positions. Of the 2,984 new hires to state employment in FY06, 157, or 5.3 percent were W-2 hires. This exceeds the state's hiring goal of 5 percent. For those agencies which have not hired W-2 customers, we continue to ask that agency leaders express their commitment to the active consideration of W-2 customers as prospective employees whenever possible. Thank you for your ongoing commitment to this important effort.

Attached is a copy of the W-2 Hiring Report. Please contact me if you have questions or need additional information regarding this report.

cc: Human Resources Directors

Attachment

State of Wisconsin  
Office of State Employment Relations



W-2 Hiring Report  
Fiscal Year 2006

*Jim Doyle*  
Governor

*Karen E. Timberlake*  
Director

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(E-Mail Contacts for each Division are given on Web Site)

### *Mission Statement...*

- The Office of State Employment Relations (OSER) 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...*

- OSER'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.
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W-2 HIRING REPORT FY 2006  
PREPARED BY THE  
OFFICE OF STATE EMPLOYMENT RELATIONS  
September 2006

STATUTORY MANDATE

Section 230.147 Wis. Stats., requires state agencies with 100 or more full-time equivalent (FTE) positions to annually prepare and submit to the Office of State Employment Relations (OSER) plans to hire customers of the Wisconsin Works (W-2) program, and to report on achievement of program goals. 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

In 1989, the Department of Employment Relations (now the Office of State Employment Relations) established standards and guidelines (revised in 1997) that could be used by state agencies to prepare plans to employ customers of the W-2 program. The FY06 goal was established at 5 percent of new original hires in light of the effort to place at-risk and laid-off state employees through the Wisconsin Employee Referral System (WISCERS). This goal was adjusted slightly from prior years.

The OSER Division of Merit Recruitment and Selection (DMRS) annually requests state agencies to submit W-2 hiring plans and reports which are used both to monitor State of Wisconsin W-2 hiring and to comply with the legislative reporting requirements. Beginning with FY07, state agencies will be asked to submit W-2 hiring plans as part of their Affirmative Action hiring plan. The Division of Affirmative Action has extended the Affirmative Action hiring plan report until September 2007. Therefore, the FY06 W-2 hiring plan report will also be extended until September 2007.

GOAL ACHIEVEMENT - FISCAL YEAR 2006

In FY06, of the 2,984 new hires to state employment, 157, or 5.3 percent were W-2 participants.

The attached reports, Permanent W-2 Hires Report – Number of Agency Hires for FY06 and Permanent W-2 Hires Report – Number of Hires by Classification for FY06, provide details on number of hires by agency and university campus and number of hires by classification title.

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

The Office of State Employment Relations and the Department of Workforce Development (DWD) provide resources to help agencies recruit, test, certify, and retain W-2 customers. Some of those resources are listed below.

### Certification Methods

Two certification methods are available from DMRS to assist agencies in meeting their W-2 hiring goals. Agencies may request a basic certification that includes W-2 customers or they may request a W-2 certification that uses W-2 as a special qualification under ER-MRS 27, Wis. Admin. Code (Exceptional Methods and Kinds of Employment). The W-2 certification contains only individuals currently eligible for W-2 services. Agencies should contact the appropriate DMRS Human Resource Consultant for information about W-2 certifications.

### Administrative Support Training and Experience Questionnaire (ASTEQ)

The ASTEQ, an alternative office support examination for W-2 and food stamp customers with dependent children, was placed on the WiscJobs web site <http://WiscJobs.state.wi.us> in April 2004. ASTEQ is available to state agencies around the state and will assist agencies in identifying qualified W-2 job seekers to fill vacancies in state agencies.

### FOR ADDITIONAL INFORMATION ABOUT W-2 HIRING CONTACT:

Travis Dillon  
Office of State Employment Relations  
(608) 266-9472 or  
TTY: Call Relay 711  
[Travis.Dillon@Wisconsin.gov](mailto:Travis.Dillon@Wisconsin.gov)

## Permanent W-2 Hires Report

### Number of Agency Hires for FY06

DEPARTMENT	# OF HIRES
Administration, Department of	1
Agriculture, Trade and Consumer Protection	1
Commerce, Department of	0
Corrections, Department of	10
Elections Board	0
Employee Trust Funds, Department of	0
Financial Institutions, Department of	0
Health and Family Services, Department of	86
Insurance, Office of the Commissioner	1
Justice, Department of	0
Military Affairs, Department of	0
Natural Resources, Department of	3
Public Instruction, Department of	0
Regulation and Licensing,	0
Revenue, Department. of	6
State Public Defender, Office of the	1
Transportation, Department of	8
University of Wisconsin Colleges	1
University of Wisconsin-Extension	1
University of Wisconsin-Eau Claire	0
University of Wisconsin-Green Bay	1
University of Wisconsin-La Crosse	0
University of Wisconsin-Madison	7
University of Wisconsin-Milwaukee	7
University of Wisconsin-Oshkosh	1
University of Wisconsin-Parkside	1
University of Wisconsin-Platteville	2
University of Wisconsin-River Falls	0
University of Wisconsin-Stevens Point	0
University of Wisconsin-Stout	0
University of Wisconsin-Superior	0
University of Wisconsin System Administration	1
University of Wisconsin-Whitewater	0
Veterans Affairs, Department of	14
Workforce Development, Dept. of	4
<b>Total Hires</b>	<b>157</b>

**Permanent W-2 Hires Report**  
**Number of Hires by Classification for FY06**

CLASSIFICATION	# OF HIRES
Academic Department Associate (A)	1
Collections Specialist	1
Cook 1	1
Correction Food Service Leader 2	2
Correction Communication Operator	1
Custodian	9
Employment Security Assistant 3	1
Facilities Repair Worker 4	1
Financial Specialist	4
Food Service Assistant 1, 2, 3	10
Human Services Program Coordinator -- Sr	1
Juvenile Services Specialist	1
Laboratory Technical Support Supv	1
Laborer	1
Legal Secretary-Objective	1
License/Permit Program Associate (A)	2
Maintenance Mechanic 1	1
Medical Program Assistant Associate	4
Nursing Assistant 1-2	11
Nurse Clinician 2	3
Offender Records Assistant	1
Office Associate/Office Operations Associate	4
Office Support Exam Intermed Level	1
Operations Program Associate (A)	1
Police Communications Operator	1
Probation and Parole Agent (A)	1
Program Assistant 1-3	5
Program Associate Adv-Conf	1
Psychiatric Care Technician	5
Resident Care Technician	62
Revenue Agent	1
Revenue Auditor	1
Revenue Field Auditor	1
Revenue Tax Assistant -- Entry	1
Shipping and Mailing Clerk 2	1
Tax Representative 1	1
Transportation Customer Rep 1-2, Field	8
Unemployment INS Collection Specialist -- Entry	1
University Business Specialist	1
Vocational Rehab Counselor (A)	1
Youth Counselor	1
<b>Total Hires</b>	<b>157</b>