

# Valor ★ Vision ★ Value



## Wisconsin Council on Veterans Employment *2015 Annual Report*



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## Message from the Chair

At the Wisconsin State Convention of the Disabled American Veterans (DAV) on June 13, 2014, Governor Scott Walker signed Executive Order 137, creating the Wisconsin Veterans Employment Initiative. Executive Order 137 sets state government hiring goals for veterans and veterans with a service-connected disability rating. The Executive Order also creates a Council on Veterans Employment to advise and assist the State of Wisconsin in its effort to hire veterans and market state employment opportunities to veterans seeking jobs.

Hiring qualified veterans and veterans with service-connected disabilities is a priority for the State of Wisconsin. Veterans have the work ethic, commitment, teamwork skills, and leadership background needed by state government and are valuable assets in working for the citizens of Wisconsin.



The Council on Veterans Employment is pleased to provide this report on its first-year activities. Highlights of content within include:

- ★ The creation of a new tool, called *WisJobsForVets*, to assist in the placement of veterans and veterans with service-connected disabilities in jobs with state agencies;
- ★ The development of a template for a Veterans Employment Plan of Action to assist state human resource professionals in the employment of qualified persons who are veterans; and
- ★ The implementation of human resources staff training programs to promote veterans employment.

These initiatives of the Council on Veterans Employment, combined with existing initiatives related to veterans' employment, provide state agencies with the tools they need to hire and retain eligible veterans in the state workforce.

The members look forward to building on the work and success of the Council on Veterans Employment in this worthy endeavor in the upcoming year.

Scott A. Neitzel, Secretary  
Wisconsin Department of Administration



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## The Wisconsin Veterans Employment Initiative

As established in Executive Order 137 (Appendix I), the Wisconsin Veterans Employment Initiative is a statewide program aimed at increasing the number of veterans and veterans with a service-connected disability rating employed in state government.

To assist with this mission and to focus on statewide recruitment and strategic employment of veterans and veterans with a service-connected disability rating by state government, Executive Order 137 also creates a Council on Veterans Employment to:

- ★ Identify areas of state government where veterans employment can be increased;
- ★ Identify specific positions with in state government where veterans' valuable and transferrable skills will be beneficial to the positions' duties;
- ★ Ensure the development of training programs to help veterans learn the skills necessary to perform the duties of state occupations;
- ★ Ensure the development of training and counseling programs for veterans to assist in their transition from military service to employment in state government;
- ★ Ensure the development of training programs for human resources personnel to implement the recruitment and strategic employment of veterans at the agency level;
- ★ Prepare and distribute a model strategy for employment of qualified veterans and qualified veterans with a service-connected disability rating for use by other agencies, including identification of ways to streamline the process of employing qualified veterans with a service-connected disability rating;
- ★ Market state employment to veterans as an opportunity that will enable veterans to flourish in their post-military careers; and
- ★ Market the valuable and transferrable skills possessed by veterans to state agencies.

The council is chaired by Scott Neitzel, Secretary of the Department of Administration (DOA), and consists of Gregory Gracz, Director of the Office of State Employment Relations (OSER); John Scocos, Secretary of the Department of Veterans Affairs (DVA); Reggie Newson, Secretary of the Wisconsin Department of Workforce Development (DWD); and Ray Cross, President of the University of Wisconsin System.

## *WiscJobsForVets*

### Success Story #1

“A special disabled veteran was offered and accepted a position with the Wisconsin Department of Veterans Affairs as a Marketing Specialist with a starting wage of \$27 per hour. This recruitment was conducted using a referral process from the Office of Veterans Services. From the time of initial contact to the time of hire was one week.”

As part of the Wisconsin Veterans Employment Initiative, OSER is also directed to develop, implement and administer a human resources staff training program to be identified by the Council on Veterans Employment. Each state agency is also directed to prepare and implement a plan of action to employ qualified persons who are veterans in accordance with the requirements outlined in the Executive Order.

The Council on Veterans Employment held its first meeting on October 1, 2014, to review Executive Order 137 and determine how best to meet Governor Walker's directive to increase the employment of veterans in state government. The council also heard an update on the development of a DWD initiative called *WiscJobsForVets*, which has actually evolved since into a foundational program in support of the work of the council.

Several challenges were identified at the first meeting, included the lack of consistent information regarding the number of veterans within state service and the potential to conduct an anonymous survey of state employees to develop a more accurate accounting of state employees who are veterans. It was also noted that one of the state's largest employers, the University of Wisconsin System, would not be part of the State of Wisconsin personnel system after July 1, 2015.

In meetings on October 28, 2014, and January 9, 2015, the Council on Veterans Employment continued its discussions on surveying state government and university employees and establishing a baseline of the number of veterans in state employment. Preliminary conversations were held on the development and implementation of a human resources staff training program and the preparation and implementation of state agency plans to employ qualified persons who are veterans. The council also heard updates on the ongoing implementation of *WiscJobsForVets*.

It was reported at a meeting on March 31, 2015, that a survey of state government and university employees had been undertaken, although no definitive results had yet been obtained. An initial draft of a template for state agency plans to employ qualified persons who are veterans was reviewed. The council also heard an update on the initial results achieved by *WiscJobsForVets*.

In meetings on June 9 and 23, 2015, the council determined the data collected in the survey of state and university employees was inconclusive and it would use data from the state payroll system, augmented by additional information provided by the University of Wisconsin System, to establish a baseline of information on the number of veterans in state service. A template for state agency plans to employ qualified persons who are veterans was finalized and a plan was developed to conduct human resource staff training following the issuance of this report and starting with a presentation to the Management Cabinet to be followed by customized training for state human resource staff.



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## WiscJobsForVets

Concurrent with the development of the Wisconsin Veterans Employment Initiative and the creation of the Council on Veterans Employment, DWD launched a pilot program, **WiscJobsForVets**, as a means to innovatively demonstrate how state agencies can increase employment of veterans. Through this initiative, a Local Veterans' Employment Representative (LVER) was hired by DWD's Office of Veterans Service (OVS) to work with DWD's Human Resources Bureau. This LVER conducts business outreach to state agencies, provides information about the **WiscJobsForVets** website, and addresses agency leadership on veterans' recruitment and hiring strategies.

As designed, this new program, including a website for exclusive use by veterans seeking state employment, provides a systematic means of recruiting and referring veterans and veterans with a service-connected disability of at least 30 percent on a non-competitive basis to hiring supervisors in state government with positions available.

Due to 2011 Wisconsin Act 211, there is an expanded number of state positions that can be filled on a non-competitive basis by qualified veterans with a service-connected disability rating of at least 30 percent. State agencies can now give preference to veterans for all positions in classified service, not just nonprofessional or entry level positions.



## WiscJobsForVets

### Success Story #2

“A special disabled veteran was offered and accepted a position with the Wisconsin Department of Transportation as a Civil Engineer with a starting wage of \$30.86 per hour. The Department of Transportation was able to secure this highly qualified veteran by utilizing the new WiscJobsForVets website.”

The following data reflects the current status of Veterans non-competitive hiring initiative from December 2014 to June 2015. At this early date, 20 placements have been confirmed with additional results expected in the coming months.

### Agency Website Usage

Agency	# of Jobs Posted	# of Applicants*
DOT	15	118
WDVA	29	98
OSPD	1	5
DOA	29	110
DHS	8	7
DMA	3	38
UW MADISON	1	0
DWD	7	59
DCF	3	11
DSPS	1	0
DOC	4	14
DPI	1	1
<b>Total</b>	<b>102</b>	<b>461</b>

### Critical Performance Values

Categories	Outcomes
# of Participants	346
# of Jobs Posted	102
# of Applicants	461
# Placed	20
Avg Wage	\$21.17

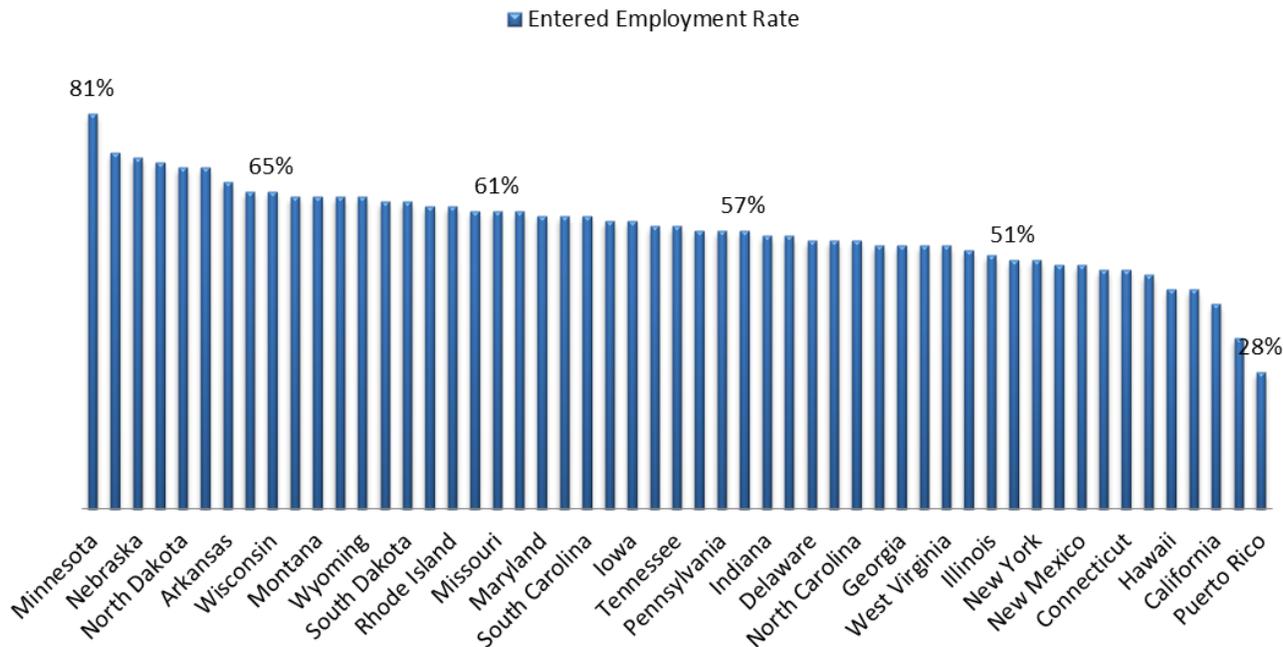
**WisJobsForVets** is one of several programs offered through OVS, which provides a full range of employment services to all veterans, with priority of service to disabled veterans, campaign veterans and other eligible applicants.

\*One veteran can apply for multiple jobs and be counted as an applicant more than once.

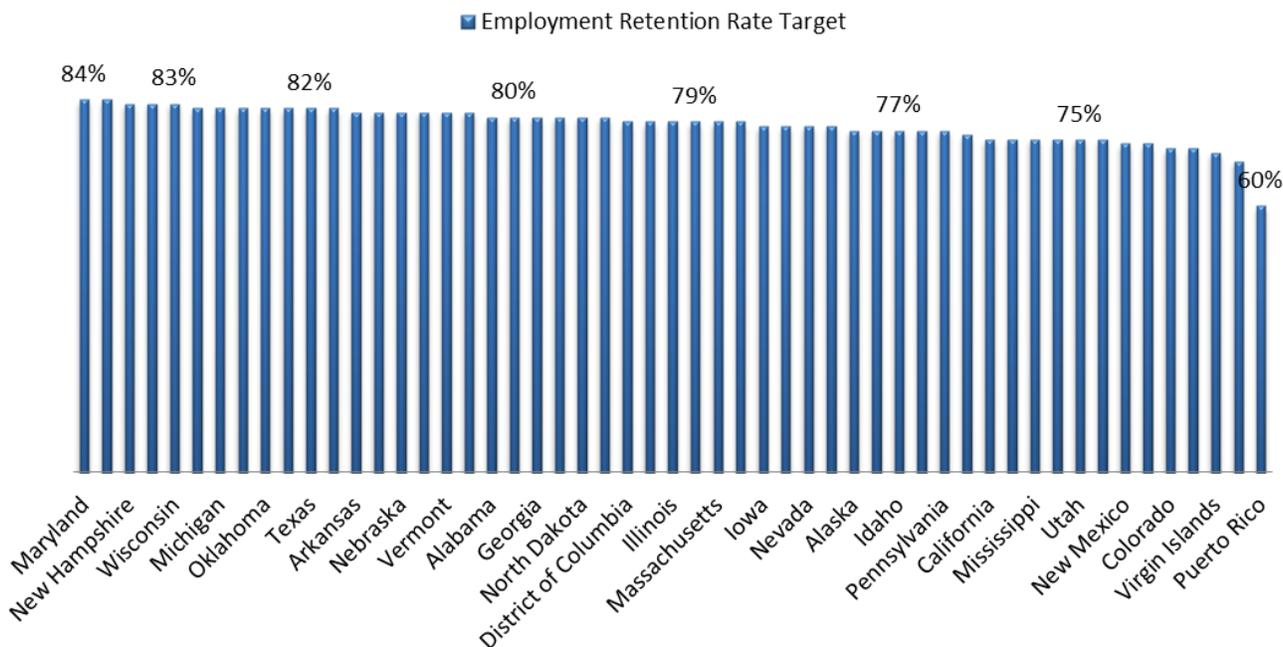


OVS is committed to providing private and public sector employers with quality veteran employees. Wisconsin is in the top ten states nationally with a 65% Entered Employment Rate for Veterans served by OVS. Additionally, Wisconsin is tied for 2nd place nationally with an Employment Retention Rate of 83%. Both measurements are reflective of the state's strong commitment to help veterans find family-supporting jobs and strengthen the economy.

## Entered Employment Rate



## Employment Retention Rate Target



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## Veterans in State Service

Section § 230.04 (9) (em) Wisconsin Stats. requires OSER to prepare an annual report on veteran employment in Wisconsin State Government. Based on the best payroll data, the following chart indicates the number and percentage of state employees who are veterans and disabled veterans as of June 13, 2015.



## *WiscJobsForVets*

### Success Story #3

“A special disabled veteran was offered and accepted a position with the Wisconsin Department of Health Services as a Health Services Supervisor with a starting wage of \$30.33 per hour.”

## Veterans in Permant State Service as of June 13, 2015

Department / Agency		# of Employees	# of Vets	% of Vets	% of Agency that are Vets with 30% or more service-connected disability
DATCP	Ag, Trade & Consumer Protection	560	39	6.96 %	0 %
DCF	Children and Families	711	18	2.53	0.14
DFI	Financial Institutions	121	11	9.09	0.83
DHS	Health Services	5811	334	5.75	0.21
DMA	Military Affairs	412	151	36.65	0.49
DNR	Natural Resources	2275	129	5.67	0.35
DOA	Administration	853	96	11.25	1.29
DOC	Corrections	9300	1303	14.01	0.19
DOJ	Justice	614	44	7.17	0
DOR	Revenue	1005	66	6.57	0.10
DOT	Transportation	3351	268	8.00	0.39
DPI	Public Instruction	628	21	3.34	0.16
DSPS	Safety & Professional Services	207	18	8.70	0
DVA	Veterans Affairs	1282	129	10.06	2.42
DWD	Workforce Development	1571	138	8.78	1.53
ETF	Employee Trust Funds	240	22	9.17	0
OCI	Commissioner of Insurance	140	6	4.29	0.71
OSPD	State Public Defenders	235	17	7.23	0.43
PSC	Public Service Commission	116	3	2.59	0
WHA	Wisconsin Historical Society	114	6	5.26	0
University of Wisconsin System		31,596	1,293	4.09	0.08
<b>LARGE AGENCY TOTAL</b>		<b>61,142</b>	<b>4,112</b>	<b>6.73 %</b>	<b>0.25 %</b>
Board for People with Developmental Disabilities		7	0	0 %	0 %
Board of Commissioners of Public Lands		9	0	0	0
Board on Aging and Long Term Care		37	4	10.81	0
Educational Communications Board		37	7	18.92	0
Government Accountability Board		33	2	6.06	6.06
Higher Educational Aids Board		8	1	12.50	0
Lower Wisconsin State Riverway Board		1	1	100.00	0
Office of the State		2	0	0.00	0
Office of State Employment Relations		37	3	8.11	2.70
Tourism		21	0	0.00	0
Wisconsin Employment Relations Commission		6	1	16.67	0
Wisconsin Technical College System		52	6	11.54	0
<b>SMALL AGENCY TOTAL</b>		<b>250</b>	<b>25</b>	<b>10.00 %</b>	<b>1.2 %</b>

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### State Agency Plans

Executive Order 137 establishes that each state agency is responsible for preparing and implementing a plan of action consistent with the Governor's objective of increasing the employment in state government of qualified veterans and veterans with service-connected disabilities.

At the direction of the Council, OSER prepared a model "Veterans Employment Plan of Action" for agencies to adopt and implement in support of the Veterans Hiring Initiative. A proposed Plan is attached to this Report as Appendix II.

The model Veterans Employment Plan of Action sets forth the authority for the development of such plans and the goals contained therein. It also contains a policy statement in which each agency of the state will commit to the preparation and implementation of a plan.

The policy statement also sets forth specific employment goals established by the Council for the hiring of veterans and veterans with service-connected disabilities at large (more than 100 employees) and small (100 or fewer employees) state agencies. These goals have been established by the Council after review of the best data available with regard to the current statewide labor force and with the objective of giving agencies incentive to engage in hiring practices that will allow them to maintain and increase the numbers of veterans and disabled veterans employment in state government.

The purpose of the "Guidelines and Procedures" section in the model plan is to instruct agencies of the state (and their human resources staff in particular) as to the civil service procedures that are to be followed to achieve the employment goals established by the Council. These procedures include, among other things, streamlined civil service processes for the hiring of veterans with service-connected disabilities and outreach processes for recruiting both disabled and non-disabled veterans. This information is designed to both set clear expectations for the agencies, but also provide guidance for them as to how the established employment goals may be met.

Finally, the plan contains various monitoring and reporting mechanisms that will allow for the collection and dissemination of data relevant to the established goals for veterans employment.

While the Veterans Employment Plan of Action may continue to evolve as the Veterans Employment Initiative continues to take shape, the model attached here will serve as a reliable structure on which to build future goals and plans of action.

A separate draft of a Veterans Employment Plan for the University of Wisconsin System is also attached as Appendix III.

### ***WiscJobsForVets***

#### **Success Story #4**

*"A special disabled veteran was offered and accepted a position as a Nurse Clinician with a starting wage of \$31.05 per hour. The Wisconsin Department of Health Services was able to recruit this highly qualified veteran through targeted recruitment utilizing the new WiscJobsForVets website."*

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## Human Resource Training

As **WiscJobsForVets** was created, the development and implementation of human resource training was needed to assist in the hiring of veterans into state employment. The primary focus of this training focused on how to use the **WiscJobsForVets** website. Additionally, a critical component of this training for state human resource professionals is on how to effectively interview veterans and obtain the proper information needed to make a hiring decision.

Both DWD and DVA have completed symposiums for private sector employers that address the information needed by human resource professionals in considering the employment of veterans. These symposiums, which have included videos showing how members of the military behave during a job interview and suggest tactics to elicit information on applicants' skills and qualifications, will serve as the basis for the ongoing training of state human resource professionals in considering the employment of veterans. In addition, specific training will be conducted on the basis of this report and the attached model "Veterans Employment Plan of Action."

As part of the overall training program, Disabled Veterans Outreach Program specialists will also work with veterans on job skill development and interviewing skills prior to participating in an actual interview.



## WiscJobsForVets

### Success Story #5

“Through targeted recruitment through the WiscJobsForVets website a special disabled veteran was offered and accepted a position from the State Public Defenders Office for an Accountant position with a starting wage of \$22.47 per hour.”

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### Benchmarks & Goals

As directed by Executive Order 137, the Council may establish separate hiring goals applicable to a particular state agency for the hiring of qualified veterans or qualified veterans with a service-connected disability rating.

The Council has established the following goals:

- ★ For small state agencies, an employment goal of 7% veterans
- ★ For large state agencies, an employment goal of 9% veterans
- ★ For both small and large agencies, an employment goal of 1% for disabled veterans



## Acknowledgements

The Council on Veterans Employment would like to acknowledge the participation and contributions of the following individuals in its work: Mike Huebsch, Immediate Past Secretary of the Department of Administration; Waylon Hurlburt, Office of Governor Scott Walker; Jim Langdon and Linda Barth, Department of Administration; Ken Grant, Kathy Marshman, and Kelli Kaalele, Department of Veterans Affairs; Danielle Carne, Office of State Employment Relations; Dave Anderson, Lynda Hanold, Phil Koenig, Gary Meyer, Mark Ard, Tristan Cook, Becky Kikkert, Katherine Bates and Jamie Maday, Department of Workforce Development; Jessica Tormey, Dennis Rhodes, Nick Probst, and Andrea Kersten, University of Wisconsin System; and Al Labelle and Larry Hill, Disabled American Veterans.







**EXECUTIVE ORDER #137**

**Relating to the Wisconsin Veterans Employment Initiative**

**WHEREAS**, from the Civil War to the present day, Wisconsinites have heroically answered the call to serve and protect the United States at home and abroad in the Armed Forces, willingly risking their lives to safeguard our liberties; and

**WHEREAS**, there are more than 400,000 veterans living in Wisconsin, nearly 300,000 of whom served during wartime; and

**WHEREAS**, roughly 60,000 Wisconsin veterans have a service-connected disability rating from the federal government; and

**WHEREAS**, the unemployment rate for veterans is currently higher than the general population; and

**WHEREAS**, veterans with a service-connected disability rating face special challenges to gaining employment; and

**WHEREAS**, Sections 45.03(4)(a) and 230.275 of the Wisconsin Statutes encourage the State to hire veterans for civil-service positions; and

**WHEREAS**, we wish to honor all Wisconsin veterans by reaffirming the State's commitment to providing the highest level of support to our heroes; and

**WHEREAS**, these brave men and women deserve our utmost efforts to help with their transition into lives as civilians after the completion of their time in military service; and

**WHEREAS**, we as a State must refocus our efforts to connect veterans to the programs, benefits, and services available to them;

**NOW, THEREFORE, I, SCOTT WALKER**, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the laws of this State, including Section 14.019 of the Wisconsin Statutes, do hereby:

1. Announce the Wisconsin Veterans Employment Initiative, a state-wide program aimed at increasing the number of veterans and veterans with a service-connected disability rating employed in state government.
2. Create the Council on Veterans Employment, a nonstatutory committee under Section 14.019 of the Wisconsin Statutes, for the purpose of advising and assisting the Governor in establishing a coordinated government-wide effort to increase the number of veterans employed by state government by enhancing recruitment and training.

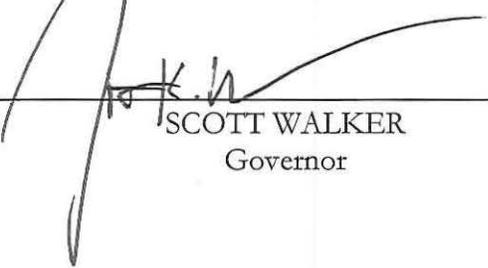
3. Direct that the Council shall operate as follows:
  - a. The Council shall consist of the following members:
    - i. The Secretary of the Department of Administration, or his or her designee;
    - ii. The Director of the Office of State Employment Relations, or his or her designee;
    - iii. The Secretary of the Department of Veterans Affairs, or his or her designee;
    - iv. The Secretary of the Department of Workforce Development, or his or her designee; and
    - v. The President of the University of Wisconsin System, or his or her designee.
  - b. The Council shall be chaired by the Secretary of the Department of Administration, or his or her designee.
  - c. The Council shall focus on state-wide recruitment and strategic employment of veterans and veterans with a service-connected disability rating to increase the employment of veterans in state government. To meet this directive, the Council shall:
    - i. Identify areas of state government where veteran employment can be increased;
    - ii. Identify specific positions within state government where veterans' valuable and transferrable skills will be beneficial to the positions' duties;
    - iii. Ensure the development of training programs to help veterans learn the skills necessary to perform the duties of state occupations;
    - iv. Ensure the development of training and counseling programs for veterans to assist in their transition from military service to employment in state government;
    - v. Ensure the development of training programs for human resources personnel to implement the recruitment and strategic employment of veterans at the agency level;
    - vi. Prepare and distribute a model strategy for employment of qualified veterans and qualified veterans with a service-connected disability rating for use by other agencies, including identification of ways to streamline the process of employing qualified veterans with a service-connected disability rating;
    - vii. Market state employment to veterans as an opportunity that will enable veterans to flourish in their post-military careers; and
    - viii. Market the valuable and transferrable skills possessed by veterans to state agencies.
  - d. The Department of Workforce Development and the Department of Veterans Affairs shall provide staff support to the Council to accomplish these tasks.

- e. The Department of Administration shall produce an annual report, beginning July 1, 2015, to the Governor on the Council's progress, state-wide statistics on veterans in permanent state positions, and the Council's suggestions for future actions by the State to improve veteran employment.
  - f. The Council may establish separate hiring goals applicable to a particular state agency for the hiring of qualified veterans and qualified veterans with a service-connected disability rating, if the Council deems such goals necessary for that agency as an alternative to the ratios otherwise required by Section 5 of this Order.
  - g. As a nonstatutory committee, the Council shall comply with all applicable provisions of Section 14.019 of the Wisconsin Statutes.
4. Direct the Office of State Employment Relations to develop, implement, and administer the human resources staff training programs identified by the Council pursuant to this Order.
  5. Direct the appointing authority of each state agency to prepare and implement a plan of action to employ qualified persons who are veterans, as follows:
    - a. Each appointing authority of an agency with more than 100 authorized permanent full-time equivalent positions shall prepare and implement a plan of action to employ qualified persons who are veterans with the goal of making the ratio of those newly hired veterans occupying permanent positions in the agency to the total number of persons occupying permanent positions in the agency equal to the ratio of veterans in the state civilian labor force in the previous fiscal year to the average number of persons in the state civilian labor force in the preceding fiscal year, as determined by the Department of Workforce Development.
    - b. Each appointing authority of an agency with 100 or fewer authorized permanent full-time equivalent positions is encouraged to employ qualified persons who are veterans with the goal of making the ratio of those newly hired veterans occupying permanent positions in the agency to the total number of persons occupying permanent positions in the agency equal to the ratio of veterans in the state civilian labor force in the previous fiscal year to the average number of persons in the state civilian labor force in the preceding fiscal year, as determined by the Department of Workforce Development.
    - c. Each appointing authority of an agency with more than 100 authorized permanent full-time equivalent positions shall prepare and implement a plan of action to employ qualified persons who are veterans with a service-connected disability rating with the goal of making the ratio of those newly hired veterans occupying permanent positions in the agency to the total number of persons occupying permanent positions in the agency equal to the ratio of veterans with a service-connected disability rating in the state civilian labor force in the previous fiscal year to the average number of persons in the state civilian labor force in the preceding fiscal year, as reasonably determined by the Council.
    - d. Each appointing authority of an agency with 100 or fewer authorized permanent full-time equivalent positions is encouraged to employ qualified persons who are veterans with a service-connected disability rating with the goal of making the ratio of those newly hired veterans occupying permanent positions in the agency to the total number of persons occupying permanent positions in the agency equal to the ratio of veterans with a service-connected disability rating in the state civilian labor force seeking employment in the previous fiscal year to the average number of persons in the state civilian labor force in the preceding fiscal year, as reasonably determined by the Council.

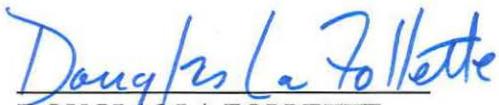
- e. For the purposes of calculating these ratios, each state agency shall reasonably attempt to include all persons employed on a full-time basis through independent contractors or shall encourage independent contractors to have the same hiring goals as the state agency.
- f. If the Council establishes separate hiring goals applicable to a particular state agency for the hiring of qualified veterans and qualified veterans with a service-connected disability rating, the appointing authority of that agency shall prepare and implement a plan of action to meet those goals in place of the ratios prescribed above.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this thirteenth day of June in the year two thousand fourteen.

  
SCOTT WALKER  
Governor

By the Governor:

  
DOUGLAS LA FOLLETTE  
Secretary of State

**\*DRAFT\***

**State of Wisconsin  
[Department Name]  
Veterans Employment Plan of Action**

**I. Authority**

Executive Order 137 announces the Wisconsin Veterans Employment Initiative, a state-wide program aimed at increasing both the number of veterans and the number of veterans with a service-connected disability rating employed in state government. The Executive Order also establishes a Council on Veterans Employment, the purpose of which is to advise and assist the Governor in establishing a coordinated, government-wide effort to increase the number of veterans employed in state government. Pursuant to the authority set forth in Executive Order 137, the Department adopts and implements this Veterans Employment Plan of Action.

**II. Policy**

The Department will prepare and implement a plan of action related to the employment of veterans and veterans with a service-connected disability rating. The percentage of disabled and non-disabled veterans in the state civilian labor force will be determined and announced by the Department of Workforce Development for each fiscal year. With this information, the Council on Veterans Employment will establish the employment goals for small and large agencies for that fiscal year.

For fiscal year 2015-2016, as established by the Council on Veterans Employment, the statewide goal is to employ, at a minimum, the following in the state government labor force:

For large agencies of more than 100 employees: nine (9) percent veterans and one (1) percent veterans with a service-connected disability.

For small agencies of 100 or fewer employees: seven (7) percent veterans and one (1) percent veterans with a service-connected disability.

**III. Guidelines and Procedures**

**A. General**

1. Department Human Resources staff will be knowledgeable regarding all state government employment benefits available to veterans, veterans with a service-connected disability rating, and their spouses, including but not limited to the following:
  - Veterans preference and accommodation provisions (ss. 230.16(7) and (7m), Wis. Stats., OSER-DMRS-38L);
  - Expanded certification provisions (ss. 230.21(1m)2 and 230.25(1m), Wis. Stats.);

- Provisions related to the noncompetitive appointment program for certain disabled veterans (ss. 230.25(5) and 230.275, Wis. Stats.);
  - Provisions related to the employment of veterans by the Wisconsin Department of Veterans Affairs (s. 45.03(4)(a), Wis. Stats.);
  - WiscJobsforVets (wisc.jobs/hradmin/help).
2. Department Human Resources staff will provide, to any person requesting such information from the Department, complete and up-to-date state government veteran employment benefit information and information on ways a veteran and/or a veteran with a service-connected disability rating may apply for state government employment positions.
  3. A veteran with a service-connected disability of thirty (30) percent or more using the noncompetitive appointment program cannot currently hold a permanent classified position in state service or have mandatory restoration rights to a permanent position in state service.
  4. Any successful applicant for noncompetitive appointment must be qualified to perform the duties and responsibilities of the position.

## **B. Requirements for All Recruitments**

1. All recruitments will be either posted on WiscJobsforVets and/or the following statement will be included in a posting on Wisc.Jobs:

Veterans are encouraged to apply. Also, in accordance with s. 230.275, Wis. Stats., qualified veterans with a 30% or greater service-connected disability are eligible to apply with a cover letter and resume by [DATE]. They may also visit WiscJobsforVets.wi.gov for a list of other job postings.

2. All recruitments will have a Recruitment Activity Plan documenting networking or posting with at least one veteran organization or website, *e.g.*, the Wisconsin Department of Workforce Development Office of Veterans Services, US Military Pipeline (<https://usmilitarypipeline.com/>), Military Officer Association of America ([www.moaa.org](http://www.moaa.org)); the Army's Official Transitional Website ([www.acap.army.mil](http://www.acap.army.mil)), Dryhooch of America (<http://dryhooch.org>), *etc.*

## **C. Procedures for Positions Posted as Targeted Recruitment**

1. The Department may undertake special targeted recruitments limited to veterans with a 30% or greater service-connected disability who are eligible for noncompetitive appointment. These recruitments will be processed through the WiscJobsforVets.wi.gov website.
2. When filling a position through this targeted recruitment option, the Department may pursue the following options:

- Pull a certification directly from the register established by the gateway announcement using job specific qualifications, or
  - Create a Targeted Recruitment announcement with a specific class title. Applicants will be able to apply their “score” (which means verified eligibility in this case) to any vacancy that uses a specific class title.
3. Prior to referral to the hiring supervisor, the [name of HR position(s) and/or organizational unit at agency, *e.g.*, HR Specialist, HR Bureau, *etc.*] will conduct an initial screen to verify that the veteran qualifies for appointment on a non-competitive basis and to determine whether a veteran applicant meets the minimum qualifying criteria for the position (*i.e.*, the knowledge, skills, and abilities deemed required upon appointment and set forth in the job announcement).
  4. All eligible veteran applicants who meet the minimum qualifying criteria for the position will be invited to participate in the next step of the selection process.
  5. The hiring supervisor will make the final determination as to whether appointment consideration should be given to a referred applicant(s) in consultation with [name of HR position(s) and/or organizational unit at agency, *e.g.*, HR Specialist, HR Bureau, *etc.*].
  6. In any instance in which the Department elects to appoint a veteran with a 30% or greater disability rating on a noncompetitive basis, the Department will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the disability-rating requirements set forth at s. 230.275(1)(a), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position. If the Department has requested a certification for the position, the Department will offer to interview for the position any disabled veteran who is certified for appointment and who satisfies the disability-rating requirements set forth at s. 230.275, Wis. Stats.
  7. Any targeted recruitment activity processed through WiscJobsforVets may be done concurrently with other recruitment efforts, or the Department may choose to announce these recruitments prior to making any announcement on a servicewide transfer, servicewide promotional, or open competition basis.
  8. Any priority consideration of a veteran with a service-related disability will occur only after qualified at-risk employees have been considered for a vacancy.
  9. Depending on the outcome of the screening process and any subsequent interviews, additional targeted recruitment activities may be undertaken (and a new application deadline established), or a decision may be made to proceed through a different mode of recruitment.

#### **D. Procedures for Positions Posted as Open Recruitments**

1. Open recruitment activities may occur either after or at the same time as the streamlined, targeted process for veterans with service-connected disabilities.

2. A veteran with a 30% or greater service connected disability rating may send a request to the Department for consideration on a noncompetitive appointment basis for any classified position listed on Wisc.Jobs. In response to such a request, the [name of HR position(s) and/or organizational unit at agency, e.g., HR Specialist, HR Bureau, etc.] will request the following items: cover letter, resume, DD214 and their VA disability rating letter indicating 30% or greater dated within the past 12 months. (Veterans can register and download copies of their VA disability rating letter from [www.ebenefits.va.gov](http://www.ebenefits.va.gov).)
3. Applicants who are veterans with a service-connected disability who meet minimum requirements for the position may be referred to the hiring supervisor for consideration either before or along with other applicants certified through traditional civil service procedures.
4. In any instance in which the Department elects to appoint a veteran with a 30% or greater disability rating on a noncompetitive basis, the Department will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the disability-rating requirements set forth at s. 230.275(1)(a), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position. If the Department has requested a certification for the position, the Department will offer to interview for the position any disabled veteran who is certified for appointment and who satisfies the disability-rating requirements set forth at s. 230.275, Wis. Stats.

#### **E. Other Procedures Related to the Hiring of Veterans with a 30% or Greater Service-Connected Disability**

If the Department is aware, through any source, of a veteran with a 30% or greater service-connected disability rating, the Department may contact that veteran to determine qualifications for and interest in any vacant position, regardless of whether the veteran has specifically applied for such a position.

#### **F. Monitoring and Reporting**

1. The Department will report the non-competitive appointment of a veteran with a 30% or greater service-connected disability rating to the WiscjobsforVets Program Coordinator at the time of such appointment.
2. The Department will follow OSER-0372-AA Veteran New Hire Bulletin and the DOA Central Payroll Data Dictionary for collecting and input of veteran and veteran disability rating information.
3. Veteran and veteran disability data will be collected from all new employees at the Department upon the collection of payroll data.
4. The DOA Division of Personnel Management, Bureau of Affirmative Action will monitor the Department's activity with respect to the required implementation of a Veteran's Employment Plan of Action, the posting of recruitments on WiscJobsforVets and/or Wisc.Jobs, and the documented posting or networking with veteran organizations or websites.

5. The DOA Division of Personnel Management, Bureau of Affirmative Action will prepare and submit to the Council on Veterans Employment a summary of the progress being made, for fiscal year 2015-2016, relative to the objectives set forth in this plan.

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## I. Authority

Executive Order #137 announces the Wisconsin Veteran Employment Initiative, a state-wide program aimed at increasing the number of veterans and veterans with a service connected disability rating that are employed in state government.

## II. Policy

Each UW System institution will prepare and implement a plan of action to employ veterans and veterans with a service connected disability rating. The goal is to hire at a minimum the percentage required by the following ratio within each UW System institution:

$$\frac{\text{\# of Veteran new hires}}{\text{\# of institution's permanent employees}} = \frac{\text{\# of Veterans in the state civilian labor force}}{\text{\# of persons in the state civilian labor force}}$$

$$\frac{\text{\# of Disabled Veterans new hires}}{\text{\# of institution's permanent employees}} = \frac{\text{\# of Disabled Veterans in the state civilian labor force}}{\text{\# of persons in the state civilian labor force}}$$

The number of veterans and number of veterans with a service connected disability rating in the state civilian labor force and the number of persons in the state civilian labor force will be determined and announced by the Department of Workforce Development for each fiscal year.

The UW System institution's Human Resource (HR) Director is ultimately responsible for managing the veteran and veteran with a service connected disability rating recruitment process. Including ensuring compliance with Executive Order #137 and preparing periodic reports as required. For all UW System intuitions other than UW-Madison, the requirements of this policy are accomplished in the UPS Operational Policy; EEO 3 (see attached)

## III. Guidelines and Procedures

### A. General

1. HR Specialists will be knowledgeable and up to date on all state government employment benefits available to veterans, veterans with a service connected disability rating and their spouses.
2. Veterans will need to apply for each and every specific job opportunity separately.
3. All individuals must be qualified to perform the duties and responsibilities of the position.

### B. Recruitments

1. Upon completion of approvals to fill a position, the UW System institution will selectively undertake pro-active recruitments to veterans.

2. A veteran with a service connected disability, will be considered for employment on an equal basis with all other applicants.
3. The hiring supervisor will make the final determination whether or not to give further consideration to a referred applicant in consultation with the HR Specialist.
4. Recruitment plans will include documented posting or networking with at least one veteran website or organization, e.g. Wisconsin jobs for vets\*, <http://wiscjobsforvets.wi.gov/public/index.asp>, Hero2Hired, [www.h2h.jobs](http://www.h2h.jobs); Military Officer Association of America, [www.moaa.org](http://www.moaa.org); The Army's Official Transitional Website, [www.acap.army.mil](http://www.acap.army.mil); Dryhooch of America, <http://dryhooch.org>; etc.
5. Depending on the outcome of the screening process and any subsequent interviews, additional targeted recruitment activities may be undertaken.

### **C. Reporting**

1. The UW System institution will follow UW System Service Center guidelines for collecting and input of veteran and veteran disability rating information in compliance with federal guidelines. The OFCCP form can be accessed at <https://uwservice.wisc.edu/docs/forms/hr-veteran-disability-pre-offer.pdf>.
2. Veteran and veteran disability data will be requested from all new employees at the UW System institution during employee orientation.
3. Veteran recruitment and hiring data will be reported as part of each UW System institution's Affirmative Action Program in compliance with federal guidelines.

\* The UW System will pay for a banner advertisement on this website to direct veterans to all UW System jobs.