RECRUITING STRATEGIES

Several types of recruitment options are available. Please work with your Human Resources Specialist to determine the best option or mix of options to meet your hiring needs.

Note: To move between sections of this document select the Section Title bookmarked on the side of your screen.

Before starting the recruiting step it is important to be aware of underutilization when considering your advertising sources. **More information on Underutilized Positions and Analysis Methodology**.

State of Wisconsin Recruitment Sources

DOA Employment Page: http://www.doa.state.wi.us/jobs
Vacancies in the classified civil service at DOA, its attached boards and councils and consolidated agencies are announced on line on DOA's website. Applicants can easily find information on employment opportunities.

WISC.JOBS: http://wisc.jobs
The official employment online site for state government vacancies in the classified civil service, applicants can get information on government job opportunities and sign up for email notice when vacancies are posted. Agencies may also publish announcements for transfer or promotional opportunities.

WISCERS: http://ers.state.wi.us/public
The Employee Referral Service (ERS) is a web-based job referral service for permanent classified state employees who have been laid off (former employees with restoration rights) or who are formally designated as "at risk" of layoff (current employees). Agencies should give priority consideration to qualified at-risk and laid-off employees who apply for vacancies through the ERS website.

Other Recruitment Sources

Additional No Cost Websites:
There are a number of other websites where vacancies can be posted free of charge. Following are a few of the major ones:

- **Job Center of Wisconsin**
- **Wisconsin Jobs For Wisconsin Grads**
- **TechConnect**
- **Craigslist**
- **UW Job Center**

Professional Associations
Professional organizations are a valuable resource for recruiting specific professionals and will have a network of job seekers specific to that profession.

Newspaper Classified Ads in Publications with Widespread Readership:
Information on writing a classified ad
Newspaper classified ads are a valuable tool for reaching out to the public and to targeting specialized and diverse markets. Following are a few newspapers:

- **Capital City Hues**
- **La Comunidad**
- **The Madison Times**
- **Milwaukee Journal Sentinel**
- **UMOJA Magazine**
- **Wisconsin State Journal**

See samples of some classified ads on pages 3 through 6 of this document.

Job Fairs: Job Fair Checklist
While the number of hires from a large job fair may be low, participating in select job fairs is an opportunity for DOA to increase its visibility, name recognition and public awareness. Job fair dates and locations will be regularly shared with all managers. DOA will request agency representation at several of these job fairs with staffing primarily from the Human Resources Bureau and hiring managers. The hiring manager participation is essential to make quality contact with potential hires. Hiring managers may choose to participate in job fairs that are not officially attended by DOA.

- - As you develop your recruitment plan, newspaper advertising is still a viable option to include in the mix. Take an active role and develop an ad that "breaks the mold" and really projects the image you want to convey. Work with your Human Resources Specialists on your ad design.

Newspaper Advertising: SAMPLES

State of Wisconsin - Department of
ADMINISTRATION

Engineering Specialist-Management (Environmental & Fuel Specialist) Starting salary $60,000-$72,000 annually, plus an excellent State of Wisconsin Benefits package.

Do you want to make a significant impact in state government? Do you want to work with a team of highly skilled professionals that support the operational needs of state agencies? Then come join Department of Administration, Division of State Facilities, Heating Plant Team and enjoy a dynamic and energetic workforce, where your contributions are recognized and appreciated.
This position will work out of downtown Madison, Wisconsin. As part of the Heating Plant team, this position will support and assist in the management of statewide air pollution compliance programs for state-owned heating plants and serve as engineering specialist for the emissions program. Track the various types of fuel consumption at all state-owned central heating and cooling plants to ensure that permit requirements are being followed as well as optimizing cost effective plant operations. Train and assist heating plant operations staff in compliance measures. Manage the heating plant ash recycling and disposal program for solid fuel burning plants.
Qualified candidates will have experience in air emissions program management and compliance auditing. General knowledge of combustion processes and high pressure steam boilers as utilized in central heating/cooling plants; fuel characteristics; strong energy analysis skills related to heating plants and fuel selection and usage; effective oral and written communication skills and experience using Microsoft Word, Excel and Power Point.
To apply go to the website **http://wisc. jobs** keyword 09-01038 and follow instructions. Deadline: Monday, June 1, 2009. Questions: Lisa Mortenson; **lisa.mortenson@wisconsin.gov** or (608)266-7867. *Equal Opportunity Employer functioning under and Affirmative Action Plan*

Public Service Engineer
Public Service Commission
Deadline to Apply:

The State of Wisconsin Public Service Commission is recruiting for a Public Service Engineer. The engineering work performed affects nearly 600 water utilities in the State and approximately 14 sewer utilities. The department offers challenging and diverse opportunities located at 610 N Whitney Way, Madison.

This is a Wisconsin civil service position with a starting salary of $43,219 - $50,920 annually dependent upon qualifications, plus an excellent benefits package.

For information about the job and application instructions go to https://wiscjobs search job announcement code 08-03008 or contact Jane Hineline at (608) 266-0058
Affirmative Action/Equal Opportunity Employer

Financial Examiner - Division of Banking

South Central Field Territory

The Department of Financial Institutions mission is to ensure the safety and soundness of Wisconsin's financial institutions, to protect the consumers of financial services, and to facilitate economic growth. The agency regulates and licenses financial service providers who do business in Wisconsin. For more information, please visit their website at: http://www.wdfi.org. The current vacancy is in the South Central Field Territory of Wisconsin (includes the Madison area).

Note: The candidate hired into the position will typically have their home designated as their headquarters city. This is the entry level for examination work. Individuals in this position will be assigned to assist in the conducting of bank examinations. Examination functions are performed both in the agency's central office and at the bank. During the examination, the individual will perform the assignments under the direct guidance and review of a higher-grade examiner.

Job Knowledge, Skills and Abilities: Knowledge of: the financial services (banking) industry; contemporary business structures; general business and financial management practices; lending and investment principles. Skill in analyzing complex financial records and business record keeping systems; utilization of computer software packages; well developed skills in speaking and writing and the ability to comprehend and apply complex policies, rules and laws.

To apply online, go to http://wisc.jobs keyword **0901660** or call **(608) 266-7146**. Materials requested by phone will be mailed no sooner than the next business day. Questions may be directed to: **Terry Wm. Kraus (608) 266-3357**.
Deadline is June 22, 2009.

EOE/AA

Communications Specialist - Senior (OJA Public Information Officer)
Office of Justice Assistance

The Wisconsin Office of Justice Assistance (OJA) is seeking applicants for a Communications Specialist - Senior position to serve as the OJA Public Information Officer. As the State Administering Agency for federal justice and homeland security grant funds, the OJA administers federal programs, develops statewide criminal justice strategies, and advises the Governor on public safety issues.

This is an excellent opportunity for an individual to join a team striving to exceed the expectations of our customers by providing efficient, high-quality state government services. This position is OJA's primary contact for the media and Legislature and works directly with the Executive Director and Governor's Office to develop and distribute appropriate responses to information requests. The PIO is responsible for responding to public records requests, complying with open meetings requirements and other routine and non-routine public information. The PIO also works on a communications team to manage agency communications with particular focus on internet and intranet content and expanding use of the Internet to better serve citizens. The team prepares agency publications including newsletters, reports and press releases, and conducts special projects on behalf of the Executive Director. Starting salary will be $38,000 up to $50,000 per year, or possibly higher, depending on candidate qualifications and agency needs, plus excellent benefits. Employment will require a background check.

More information and application materials are available at http://wise.jobs under Job Announcement Code 0901649, or call the Job Request Line (608) 266-7146. Questions may be directed to Molly Pursian at molly.pursian@wisconsin.gov (e-mail). Application deadline is July 1, 2009.

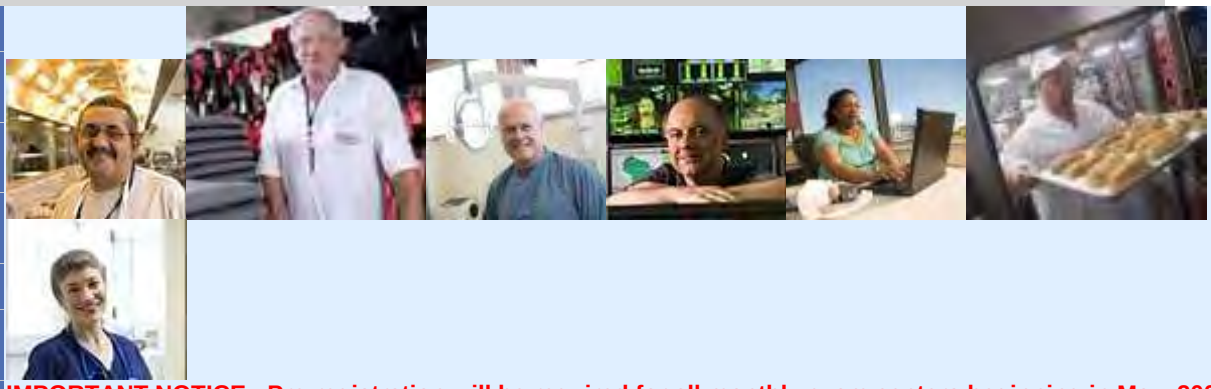
An Equal Opportunity Employer
Functioning Under An Affirmative Action Plan

WISCJOBS Employment page sample. For current listing go to http://wisc.jobs/public/index.asp

THE OFFICIAL EMPLOYMENT SITE OF WISCONSIN STATE GOVERNMENT

Log In | My Job Cart | E-Notify | FAQs

- HOME/JOB SEARCH
- APPLICATION INFORMATION
- BENEFITS OF STATE EMPLOYMENT
- CURRENT/FORMER STATE EMPLOYEE
- DIVERSITY ZONE
- MONTHLY STATE EXAMS
- SHORT TERM EMPLOYMENT OPPORTUNITIES
- VETERANS RESOURCES
- OTHER GOVERNMENT JOBS
- CONTACT US



IMPORTANT NOTICE: Pre-registration will be required for all monthly exam centers beginning in May, 2009.

For information about pre-registration for the May 9, 2009 exam center click here.

The deadline to pre-register for the April 18, 2009 Office Support Exam has passed.

Only pre-registered applicants are guaranteed an exam booklet.
Walk-in applicants may be allowed to take the exam if extra exam booklets and space are available.

Welcome to Wisc.Jobs, the Official State of Wisconsin Government job site! Find out what over 40,000 dedicated employees have already discovered - interesting jobs, excellent benefits, and many advancement opportunities that allow you to touch the lives of Wisconsin's citizens and **Improve the State of your Career**. Start your search by filling in any of the fields below or just click Search to find all published jobs.

What's New

- Statewide Human Resource Directory
- Typing Test Information
- View the Wisc.Jobs Bulletin

We are an Equal Opportunity Employer seeking a diverse and talented workforce.

Job Search

Keyword(s) or Job Announcement Code

All Published

Press Control and Click to Make Multiple Selections

Job Category

-- All Categories --
Accounting, Budget, Finance, Purchasing
Administrative Support, Clerical

Jobs by County

-- All Counties --
Adams
Ashland

Agency/Campus

-- All Agencies --
-Local & Tribal Government
Administration, Department of

Work Hours

-- All Types --
Full Time
Part Time

SEARCH

WISCERS Employment page sample. For current listing go to http://ers.state.wi.us/public/indexers.asp

WISCERS
The State of Wisconsin's Employee Referral Service

Login Create Account

WISCERS: The best resource for State of Wisconsin At-Risk employees!

Dedicated to finding new employment opportunities for you!

Welcome to WISCERS! Please use the feedback form to submit comments and questions about the website and contact the specific agency to ask questions about a particular vacancy. If you would like directions on how to use this site, click on the following link to view the instruction manual.

Wisconsin Employee Referral Service (WISCERS) - a service designed to give all State of Wisconsin "at-risk" employees first access to all Classified Civil Service jobs available around the state. Search for jobs meeting your preferences and then follow the specific instructions in each announcement (found in "How to Apply") to notify the appropriate Human Resources Office of your interest in the position. Keep in mind that you need to be at or above the pay range of the position(s) for which you apply. (To find out whether this requirement is met you can click on Class and Pay Range Information below and then click on Counterpart Pay Range Designations).

Note: WISCERS is a public site accessible by anyone with Internet access. **However you must be officially identified as an "at-risk" employee to use this site to apply for jobs.** You may be asked to provide your official "at-risk" or layoff letter when you apply for a position. (Find out what "at-risk" means by clicking Frequently Asked Questions below.)

Note: The Department of Administration (Bureau of Risk Management), Department of Workforce Development (State Injured Worker Re-Employment Program) and Office of State Employment Relations (Division of Merit Recruitment and Selection), have had an agreement since 1996 to allow state employees in the Injured Worker Program to participate in the Employee Referral Service (formerly the Layoff Referral Service) on the same basis as employees designed as "at risk." (To find more information on State Injured Worker Re-Employment Program by clicking Frequently Asked Questions below.)

Announcements

Statewide Human Resource Directory
Contact list for state agency HR offices. Find out more

Typing Test Information
Link to the typing test information Find out more

View the Wisc.Jobs Bulletin
Find out more

Search Jobs
Search Classes
How to Apply
Class and Pay Range Information
Application Materials
Restoration Rights & Reinstatement Eligibility
Dept of Workforce Development Links
Human Resource Directories
Frequently Asked Questions
Help

WPEC Contractual Transfers page sample. For current listing go to http://intranet.doa.state.wi.us/3d/feature_view.asp?featureid=48&fstoryid=510

Features

At A Glance
Now is the time to take advantage of educational and informative learning sessions. These sessions touch upon financial, health/wellness, and daily living/working. The Lunch & Learn sessions are presented by experienced professionals in their area of expertise. Sign up now!

Energy Tips
Great tips to help you conserve energy.

Human Resources
Information about Human Resource offerings at DOA.

Point of Purchase
Watch this space for purchasing news and information

Inside DOA Archives
Inside DOA Home

Search 3d

Submit

Human Resources

WPEC Contractual Transfers

4/25/2011

Listed below are positions represented by the Wisconsin Professional Employees Council currently available for transfer.

Accountant-Senior
Treasury Analyst-Account-Senior, Asset Management Section, State Controller's Office – DOA (07-03)
This position provides support services for the Enterprise Electronic Lockbox Services program, which state agencies use to receive more than 1 million online payments each year. The position provides internal control over new implementations and application changes, assists agencies with financial reconciliation, and provides initial troubleshooting assistance so that problems can be routed to the appropriate area. In addition, the position is responsible for monitoring statewide transaction volumes and updating program documentation. This position also serves as the primary back-up to the Enterprise Cash Manager position. This requires that the position stay current on all of the daily Enterprise Cash Manager procedures, and receive additional training updates as required. This is a critical daily function for the enterprise as it determines the amount of State Investment Fund cash available for investment by the State Investment Board, and ensures that the State's disbursements are adequately funded. For a complete position description, contact lisa.mortenson@wisconsin.gov

How to Apply: Permanent DOA employees eligible for consideration (transfer, voluntary demotion, reinstatement) for a position assigned to Pay Schedule/Pay Range 07-03 should contact Lisa Mortenson; Human Resources Specialist; Department of Administration; at 608-266-7867; or via e-mail at: lisa.mortenson@wisconsin.gov **no later than May 2, 2011**.