



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**JAMES E. DOYLE**  
GOVERNOR  
**MICHAEL L. MORGAN**  
SECRETARY

**Bureau of Personnel**  
Post Office Box 7869  
Madison, WI 53707-7869  
Fax (608) 264-7648

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August, 2007

Dear Applicant:

Thank you for your interest in our Policy Initiatives Advisor-Administrative-Career Executive vacancy as Geographic Information Officer in the Division of Enterprise Technology, located in Madison, Wisconsin. We are pleased that you are considering the Wisconsin Department of Administration as an employer.

The starting salary for candidates new to state service will be up to \$82,000 per year, depending on candidate qualifications and agency needs, plus excellent benefits. Salary provisions for current state employees will be made in accordance with provisions of the Compensation Plan. A two year career executive trial period may be required.

If you would like to be included in the selection process, please submit the attached Certificate of Training & Experience/Application for Employment form, a detailed resume and a paper not to exceed three pages covering your education, training and experience in the items listed on page 3 . All materials must be returned to me **in person, via email, mail or FAX by 4:30 p.m. on September 17, 2007** to be included in the initial screening.

Return materials to:

Patricia Thyse  
Wis. Department of Administration  
9<sup>th</sup> Floor, 101 E. Wilson St  
P. O. Box 7869  
Madison WI 53707-7869  
Voice (608) 266-1524  
FAX (608) 264-7648  
Email: [patricia.thyse@wisconsin.gov](mailto:patricia.thyse@wisconsin.gov)

The most highly qualified competitors from among those who complete the questionnaire will be invited to participate in the next step of the selection process.

Sincerely,

***Patricia Thyse***

Patricia K. Thyse  
Human Resources Officer

**CERTIFICATE OF TRAINING AND EXPERIENCE**

WISCONSIN ADMINISTRATIVE CODE: ER-PERS 6.10 Disqualification of applicants... the administrator may refuse to...certify and applicant or remove an applicant from a certification:...;

(5) who has made a false statement of any material fact in any part of the selection process;

(7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment;...

WISCONSIN STATUTES: s. 230.43 misdemeanors; how punished. (1) Obstruction or falsification of examination. Any person...(c) who willfully or corruptly makes any false representations concerning the same [examination]...shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for not more than one year or both.

**I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code, ER-PERS 6.10, and Wisconsin Statutes s. 230.43 which relate to (1) falsification of information in any part of the selection process; and I certify that my responses about my experience in the questionnaire are true to the best of my recollection; that I can document or demonstrate these experiences and performance levels if required to do so at some future date.**

SIGNATURE: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

SOCIAL SECURITY NUMBER		□□□□-□□-□□□□	DATE OF BIRTH		
LAST NAME		FIRST NAME		M.I.	
ADDRESS					
CITY		STATE		ZIP	
HOME PHONE (INCLUDE AREA CODE)		WORK PHONE (INCLUDE AREA CODE)			
RACIAL/ETHNIC (CHECK ONLY ONE) <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> White (Not Hispanic)		SEX (CHECK ONE) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CITIZENSHIP: IF YOU ARE NOT A U.S. CITIZEN, DO YOU HAVE A PERMANENT WORK AUTHORIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	WISCONSIN RESIDENCY <input type="checkbox"/> YES <input type="checkbox"/> NO	
VETERANS STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO <a href="http://oser.state.wi.us/docview/asp?docid=1240">http://oser.state.wi.us/docview/asp?docid=1240</a>		<input type="checkbox"/> <b>PERSONS WITH DISABILITIES:</b> If you wish to be considered for Handicapped Expanded Certification (HEC) Program, you must submit the <i>Handicapped Expanded Certification Verification</i> form (DER-MRS-159). It is available at Job Service, DVR, state personnel and college placement offices, or by writing to us. Please check here if you have completed or will be completing the <i>Handicapped Expanded Certification Verification</i> form (DER-MRS-159).			

Check this box if you are currently a permanent, classified state civil service employe, and provide the following information:

CLASS TITLE	DEPARTMENT	CAREER EXECUTIVE: <input type="checkbox"/> YES <input type="checkbox"/> NO
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**SPECIALIZED APPLICATION**  
**POLICY INITIATIVES ADVISOR-ADMINISTRATIVE**  
**WISCONSIN DEPARTMENT OF ADMINISTRATION**  
**AUGUST, 2007**

**INSTRUCTIONS TO CANDIDATE:**

1. Please provide a paper, no more than three pages in total length, addressing the three areas below plus a detailed resume and the application form above.
  
2. Describe your achievements and experiences carefully. Your eligibility to be on the employment register is based on your answers to these questions plus your experience as detailed in your resume. Your completed application package is considered the civil service examination for this position.

**Education, Training & Experience with GIS Technologies:** The Policy Initiatives Advisor requires an extensive background in geographic information systems and will need to ensure that GIS policies support the mission of the State's GIS activities and continuing development of a sustainable GIS infrastructure. Describe your education, training, and experience in GIS technology and geographic data management. Describe GIS policies, guidelines, or best practices you developed. Describe any experience you have had in seeking federal or other funds.

**Coordination of GIS activities amongst diverse organizations:** An important responsibility of this position will be to identify Wisconsin's geographic information needs and priorities and to promote cooperation in meeting these needs between state agencies, county, city and tribal governments. Please describe your specific role in identification of geographic information needs. Give an example in which you were able to foster cooperation and coordination of GIS efforts across multiple disparate organizations. Describe new GIS-related programs you proposed or led.

**Leadership and Constituent Management:** Responsibilities of this position require leadership skills and an ability to develop and maintain effective working relationships with officials and staff in various governmental positions as well as in other divisions/departments, vendors and a wide variety of customers. Describe your experience working independently with high-level government officials, business and GIS managers and staff. Provide a specific occasion where you were able to effect change by establishing credibility, influencing others and encouraging creativity.