



Department of Agriculture, Trade and Consumer Protection

Veterans Employment Plan of Action

The Department of Agriculture, Trade and Consumer Protection (DATCP) supports the Wisconsin Veterans Employment Initiative and implements the following Veterans Employment Plan of Action.

Background

The Wisconsin Veterans Employment Initiative, under the authority of [Wis. Stats. 230.042](#), is a statewide program aimed at increasing both the number of veterans and the number of veterans with a service-connected disability rating employed in state government. These provisions also establish a Council on Veterans Employment to advise and assist the Governor in establishing a coordinated, government-wide effort to increase the number of veterans employed in state government.

The Council on Veterans Employment established the statewide goals 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.

General Guidelines

1. Human Resources staff will be knowledgeable regarding all state government employment provisions pertaining to veterans, veterans with a service-connected disability ratings, and their spouses, including but not limited to the following:
 - The veterans preference and accommodation provisions under [ss. 230.25\(2\)\(am\)](#) and [ss. 230.16 \(6\)\(7m\)](#), Wis. Stats.;
 - Expanded certification under [ss. 230.21\(1m\)\(a\)\(2\)](#) and [ss. 230.25\(1g\)\(1m\)](#), Wis. Stats.;
 - Provisions related to the non-competitive appointment program for certain disabled veterans ([ss. 230.25\(5\)](#) and [ss. 230.275](#), Wis. Stats.);
 - *WiscJobsforVets* public site: <http://wiscjobsforvets.wi.gov/public/index.asp>;
 - Veteran Non-Competitive Appointment (VNCA): [Division of Personnel Management Veteran Hiring \(wi.gov\)](#) For more information or questions, please reach out to the *wisc.jobs* helpdesk at 608-267- 1012 or [Wisc.Jobs](#).
2. Human Resources staff will provide, to any person requesting such information, the complete and most recent state government veteran employment 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 non-competitive appointment program cannot currently hold a permanent classified position in state service nor have mandatory restoration rights to a permanent position in state service.
4. Any successful applicant for a non-competitive appointment must be qualified to perform the duties and responsibilities of the position.

Procedures

Requirements for All Recruitments

1. Recruitments posted to Wisc.Jobs will be promoted to relevant veteran's outreach organizations using the Department of Administration (DOA), Division of Personnel Management (DPM) enterprise email marketing.
2. Human Resources will initiate, and participate in, outreach and recruitment activities in cooperation with the Department of Workforce Development, Office of Veteran Services; the DOA-DPM-Bureau of Equity and Inclusion (BEI); and the Bureau of Merit and Recruitment Services, Enterprise Recruiting; and other agencies.
3. Human Resources will develop and share a list of opportunities with hiring supervisors.

Posting Positions as a Targeted Recruitment

1. When filling a position through a targeted recruitment, the Human Resources Specialist will pull a candidate list directly from the register established by the gateway announcement using job-specific qualifications and work location.
2. Prior to referral to the hiring supervisor, the Human Resources Specialist 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).
3. The hiring supervisor will make the final determination as to whether appointment consideration should be given to a referred applicant(s) in consultation with the Human Resources Specialist.
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. In any instance in which DATCP elects to appoint a veteran with a 30% or greater disability rating on a non-competitive basis, DATCP will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the requirements set forth at s. [230.275\(1\)](#), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position.
6. When requesting a certification list for the position, the DATCP will offer to interview for the position any disabled veteran who is certified for the appointment and who satisfies the requirements set forth at s. [230.275](#), Wis. Stats.
7. Any targeted recruitment activity may be done concurrently with other recruitment efforts, or prior to making an announcement on an open competition basis.

8. 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.

Posting Positions 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 for consideration on a non-competitive appointment basis for any classified position listed on Wisc.Jobs. In response to such a request, the Human Resources Specialist may 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 <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 DATCP elects to appoint a veteran with a 30% or greater disability rating on a non-competitive basis, DATCP will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the requirements set forth at [s. 230.275\(1\)](#), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position.
5. If a certification list has been requested for the position, DATCP will offer to interview for the position any disabled veteran who is certified for the appointment and who satisfies the requirements set forth at [s. 230.275](#), Wis. Stats.

Hiring of Veterans with a 30% or Greater Service-Connected Disability

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

Monitoring and Reporting

- DATCP will follow DPM policy bulletin [DPM-0456-MRS Delegation of Non-Competitive Appointment of Certain Disabled Veterans](#) for non-competitive appointments of a veteran with a 30% or greater service-connected disability rating.
- The DATCP Human Resources Director will ensure all non-competitive appointments made under the provisions of s. 230.275, Wis. Stats. are entered into STAR HCM in Person Profile.
- Veteran and veteran disability data will be collected from all new employees upon the collection of payroll data.
- The BEI will monitor DATCP's activity with respect to the required implementation of a Veteran's Employment Plan of Action and the posting of recruitments on Wisc.Jobs.
- The BEI will prepare and submit to the Council on Veterans Employment a summary of the progress being made, relative to the objectives set forth in this plan upon request of the Council.

Resource

Information regarding the most recent statistics on the number of new hires and the number of incumbent employees who are veterans for all state agencies may be found in the State of Wisconsin Veterans Annual Report - [Division of Personnel Management EEO and AA Reports \(wi.gov\)](http://www.wisconsin.gov/divisions/dpm/eeo/aa-reports).

Contacts

Human Resources Supervisor: (608) 224-4761

Human Resources Manager: (608) 224-4763

This plan is approved by:



Kelly A. Smithback, Administrator
Division of Management Services

21 November 2022

Date