Chapter Pers 6

RECRUITMENT AND EXAMINATIONS

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Pers 6.01 Policy. To insure employment of the best qualified persons to serve the state, recruitment shall be conducted to attract the highest caliber of persons available and examinations shall be administered to determine the merit and fitness of these persons.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.02 Delegation of recruitment. In exceptional cases the director may delegate authority for recruitment to appointing officers. Publicity and advertising materials used in such delegated recruitment shall be subject to prior approval by the director.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.03 Designation of local examiners. The director may designate local examiners pursuant to subsection 16.10 (2), Wis. Stats.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.04 Announcements of examinations. (1) SCOPE OF ANNOUNCEMENTS. Examination announcements shall include the following information: class title; salary information; nature of the work to be performed; training and experience; time, place and manner of filing application; special requirements, if any; and other pertinent information consistent with these rules. Announcements of open competitive examinations shall specify when competition is open to nonresidents. Announcements shall precede all examinations.

(2) INSUFFICIENT NUMBER OF QUALIFIED APPLICANTS. In the event that a sufficient number of qualified applicants fail to apply for an examination or to qualify after the examination, the director may reannounce the examination, extend the date for filing of applications, or if necessary cancel the examination.

(3) EMPLOYMENT LIST; EXCEPTION. An employment list for a high level, administrative or professional class shall be used for all vacancies in the class, except that in broad, general classifications, the director may authorize new recruitment and examination to fill a subsequent vacancy in that class when substantial differences in geographic location, program emphasis or other recognized employment considerations could be expected to attract new applicants who may be best qualified for the position. Eligibles on the existing employ-

ment list shall be notified so they may, if they are interested, compete for the position.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.05 Substitution for formal education. When formal academic training is a qualification requirement, equivalent training and experience may be substituted; except that such substitution shall not be permitted where formal training is required for license or registration to practice or to establish recognized status in a profession or to meet standards set up by agencies making grants-in-aid or otherwise contributing to state programs.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.06 Composition of examinations. (1) OPEN COMPETITIVE. Any examination may include a written test, an oral test, ratings of training and experience, a performance test, a medical or physical test or any combination of these and other tests as authorized by the director.

(2) COMPETITIVE PROMOTIONAL. A promotional examination may also include promotional potential ratings in addition to tests and ratings as indicated in Wis. Adm. Code subsection Pers 6.06 (1) and shall include seniority ratings computed as indicated in chapter Pers 19. If a promotional potential rating is to be used as part of a competitive promotional examination, the determination shall be made prior to the written, oral, review of training and experience examination, whichever occurs first.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.07 Notice of examination ratings. Each person competing in any examination shall be given written notice of the final results.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.08 Review of examination results. Any examinee, or his duly authorized representative, shall be permitted to review the results of his examination at the bureau during regular office hours and the method by which such results were determined, upon written request filed in person or by his representative. However, an examinee may not review his examination papers during a 30 day period immediately preceding the date on which he is to write an examination for the same or a closely related class; and no review of results is permitted until the examination is completed. Reports on character and of other investigations by the bureau shall be kept confidential.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.

Pers 6.09 Anonymity of competitors and security of examination material. The director shall use appropriate means to insure that examination papers are not identified until the grading of the written examination is complete and to insure that unauthorized persons do not have access to examinations at any time.

History: Cr. Register, June, 1964, No. 102, eff. 7–1–64.