

Chapter ER-Pers 6

RECRUITMENT AND EXAMINATION

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Note: Chapter Pers 6 was renumbered Chapter ER-Pers 6, effective March 1, 1983.

ER-Pers 6.01 Base of recruitment. The administrator, in determining the most appropriate base of recruitment for classified civil service positions, shall consider such factors as: affirmative action; agency goals; staff development patterns; availability of qualified applicants in the service, agency or the employing unit, and effect on employe morale or turnover; designated promotional patterns in the classification series; availability of trained people in the labor market, including the number who have completed or are completing training for the type and level of positions; value of bringing new personnel with different backgrounds into the service; current pay; employe benefits and hiring practices for the types of positions; the interests of other agencies which may use the eligible lists; and efficiency in conducting recruitment programs and examinations.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81; am. Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.02 Recruitment information. Recruitment information shall be directed to labor market sources which the administrator determines are most likely to provide qualified applicants and with due consideration given to affirmative action.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2), Register, September, 1975, No. 237, eff. 10-1-75; r. (1) and (3), renum. (2) and am. Register, February, 1981, No. 302, eff. 3-1-81; am. Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.025 Employes on leave of absence or in layoff status. An employe on leave of absence, in layoff status under s. ER-Pers 22.06 (3) or (4) or provisions of applicable labor agreements with certified bargaining units, or on seasonal layoff under s. ER-Pers 22.12 (1), shall be eligible to participate in the civil service selection process on the same basis as if the employe was not on a leave of absence or the layoff had not occurred.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; am. Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.027 Employes on temporary interchange. A classified employe who is on a temporary interchange under s. 230.047, Stats., is eligible to compete in promotional examinations during the interchange assign-

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ment on the same basis as if the interchange assignment had not occurred.

History: Cr. Register, February, 1983, No. 326, eff. 3-1-83; am. Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.03 Insufficient number of applicants. In the event that a sufficient number of qualified applicants fail to apply for an examination or to qualify after the examination, the administrator may reannounce the vacancy or extend the date for filing of applications, or, if necessary, cancel the examination.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 6.04 Employment register exception. An existing appropriate register for a class shall be used to fill all vacancies in the class, except that the administrator may authorize new recruitment and examination leading to the establishment of a different register for some positions in the class when substantial differences in the duties of those positions and the qualifications required for successful performance distinguish them from other positions in the same class. The administrator may also establish separate registers on the basis of geographic location or when program emphasis or other recognized employment considerations could be expected to attract new applicants who may be better qualified for "placement on the new register" to be established. Separate registers for different positions in the same class may also be established under s. ER-Pers 11.02.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81; am. Register, February, 1983, No. 326, eff. 3-1-83.

ER-Pers 6.05 Examinations. (1) The administrator shall establish criteria for evaluating applicant qualifications and shall require the same or equivalent examination for all applicants competing for eligibility on a register except as may be provided in ch. ER-Pers 27.

(2) Examinations may include any technique or techniques which the administrator deems appropriate to evaluate applicants.

(3) All examinations shall be:

(a) Based on information from job analysis, position analysis or other equivalent information documenting actual job tasks to be performed or skills and knowledges required to perform job tasks, or both;

(b) Developed in such a manner as to establish the relationship between skills and knowledges required for successful performance on the test and skills and knowledges required for successful performance on the job;

(c) Supported by data documenting that the skills and knowledges required for successful performance on the test are related to skills and knowledges which differentiate among levels of job performance if the examination results are to be used as a basis for ranking candidates;

(d) Sufficiently reliable to comply with appropriate standards for test validation; and

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(e) Objectively rated or scored.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. (1) and (3), am. (2), r. (4) and (5), Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 6.06 Reimbursement for applicant's travel expenses. History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, February, 1981, No. 302, eff. 3-1-81; r. Register, May, 1988, No. 389, eff. 6-1-88.

Note: The provisions relating to Reimbursement of Applicant's Travel Expenses are now incorporated in the Travel Schedule Amounts of the Compensation Plan for positions in the classified service.

ER-Pers 6.07 Examination results. The administrator shall make available to each examinee the final results of his or her examinations through such methods as written notice, public posting or any other means deemed appropriate by the administrator.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.08 Release of examination information. (1) The following examination information may be released to an examinee:

- (a) The composition of the examination;
- (b) The weight of, the total possible score of, and the examinee's score on, each separately scored component of the examination; and
- (c) Information as to whether veterans preference was included in his or her final grade.

(2) Examination information which may not be released includes but is not limited to the following:

- (a) copies of examination booklets, rating guides and scoring keys;
- (b) copies of written comments of examination raters including oral board members;
- (c) tapes of oral examinations;
- (d) results of medical examinations except through the examinee's designated physician;
- (e) scores of candidates identified by name; and
- (f) answers to specific items on written examinations.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) (a) and (b) and (2), Register, February, 1981, No. 302, eff. 3-1-81; r. (2), am. (1), Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.09 Anonymity of examinees and security for examinations. (1) The administrator shall delete the names of the examinees from written examination papers that will be scored by raters and instruct raters who nonetheless recognize the identity of examinees to disqualify themselves from rating any examinee whom they cannot objectively evaluate.

(2) The administrator shall provide appropriate security for all examination materials.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81; am. (1), Register, May, 1988, No. 389, eff. 6-1-88.

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ER-Pers 6.095 Cancellation of register or certification. The administrator may cancel a register or certification at any time the administrator determines that:

- (1) The register was not established in compliance with s. 230.16(4), Stats.; or
- (2) One or more applicants gained knowledge of the content of the examination not available to every applicant; or
- (3) The establishment of a register was not consistent with the principles of merit and fitness as set forth in the law and these rules.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; am. (1), Register, February, 1983, No. 326, eff. 3-1-83.

ER-Pers 6.10 Disqualification of applicants. In addition to provisions stated elsewhere in the law or rules, the administrator may refuse to examine or certify an applicant, or may remove an applicant from a certification:

- (1) Who is found to lack any of the preliminary requirements established for the position;
- (2) Who has participated in the scheduled selection process so recently that the results of a reexamination would provide an undue advantage;
- (3) Who has been convicted of any felony, misdemeanor or other offense the circumstances of which substantially relate to the circumstances of the particular job or licensed activity. In considering such conviction records, the administrator shall take into account such factors as age at the time of the offense, rehabilitation, and seriousness and nature of the violation in relation to the duties and responsibilities of the position;
- (4) Who has been dismissed from the state service for cause, and the action is requested by the appointing authority;
- (5) Who has made a false statement of any material fact in any part of the selection process;
- (6) Who directly or indirectly gives, receives, renders, or pays or promises to give, receive, render or pay any money, service or other valuable thing to or from any person for or on account of, or in connection with, appointment or proposed appointment;
- (7) Who practices, or attempts to practice, any deception or fraud in his or her application, certification, examination, or in securing eligibility or appointment;
- (8) Whose work record or employment references are unsatisfactory;
- (9) Who refuses to furnish testimony as required in s. 230.07 (3) or 230.44 (4), Stats.; or
- (10) Who has in any manner gained access to special or secret information regarding the content of an examination.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (10), Register, September, 1975, No. 237, eff. 10-1-75; am. (intro.), (1) and (2), r. (3) and (4), renum. (5) to (11) to be (3) to (9) and am. (3), (4) and (6) to (9), cr. (10), Register, February, 1981, No. 302, eff. 3-1-81; am. (3), Register, February, 1983, No. 326, eff. 3-1-83.

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ER-Pers 6.11 Notice and appeal provisions. See s. 230.17 (2), Stats., for provision of statement to applicants affected by action under s. ER-Pers 6.10.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; renum. from ER-Pers 6.105, Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.12 Critical recruitment selection. (1) The administrator shall identify classifications or positions for which qualified applicants are in critically short supply, and shall designate these as critical recruitment classifications.

(2) Specialized recruitment, examination, and certification processes may be established to fill positions in these classes, provided that due notice is given so that all interested and qualified applicants may be considered.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1), Register, February, 1981, No. 302, eff. 3-1-81; renum. from ER-Pers 6.11, Register, May, 1988, No. 389, eff. 6-1-88.

ER-Pers 6.12 Understudy and trainee. **History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. (1) and (2), r. (3), renum. (4) and (5) to be (3) and (4) and am., Register, February, 1981, No. 302, eff. 3-1-81; r. Register, May, 1988, No. 389, eff. 6-1-88.

Note: See ch. ER 44 for rules relating to understudy and trainee.

ER-Pers 6.13 Cooperative programs. To enable appointing authorities and faculty of institutions of higher learning to cooperate in training the highest caliber students for government employment, the administrator may, after giving due consideration to the provisions of s. 230.19, Stats., establish appropriate criteria and controls for program development, recruitment, selection and employment of eligibles for cooperative training programs. Successful completion of an approved cooperative program shall be deemed to fulfill the requirement for competitive selection and appointment to any position for which the cooperative training agreement was established.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) (b) and cr. (2) (c) and (d), Register, September, 1976, No. 237, eff. 10-1-76; r. (1) to (4), renum. (5) and am., Register, February, 1981, No. 302, eff. 3-1-81.