

**City hiring practices are based Civil Service requirements established by Wi state statutes and CSC Rules
63.18 – 63.59**

- Open and competitive Recruitment and Testing Processes
- Equal Access and Opportunity for individuals to participate
- Fairness in treatment based on reliable and valid selection processes
- Requirements to participate are established based on job analysis and merit principles
- Hiring by depts. is made from eligible lists that last up to two years but can be extended
- Lists can be used to fill multiple vacancies and comparable levels
- Availability of Applicant appeal process for individuals who are disqualified
- Intended to prohibit nepotism and political patronage in hiring

How we ensure testing processes comply with such requirements

- Min requirements are based upon job analysis (tasks, importance, difficulty, consequence of error)
- Required at time of entry to the position
- Equivalencies considered
- Conduct targeted recruitment in areas based on need
- Diverse review and testing panels assess applicants
- Designed to enable participants to demonstrate KSA's
- Include exam components designed to predict future successful performance on the job
- Review results to ensure panels are using and applying criteria consistently
- Fair application of "substantially related" state law for review of convictions

Compete Milwaukee Participants and City Employment Opportunities

- Since 2014 the # of Compete Milwaukee and other participants who have applied for city jobs is 94 (36%)
- Since 2014 the # of Compete Milwaukee and other participants who have been hired by the City is 22
 - Many more individuals are on active eligible lists
- Job titles for which Compete Milwaukee and other training program participants have applied:
 - Administrative Assistant II City Laborer Code Enforcement Intern
 - Engineering Technician I Engineering Drafting Technician I
 - Health Project Assistant –DAD Management Trainee Office Assistant I
 - Office Assistant III Operations Driver Worker Port Maintenance Trainee
 - Property Appraiser Property Control Manager Real Estate Coordinator
 - Residential Code Enforcement Inspector Teller
 - Urban Forestry Intern Urban Forestry Specialist Trainee
 - Urban Forestry Specialist Water Meter Technician
 - Water Repair Worker Workforce Development Coordinator
- Examples of current permanent hires:
 - Underfill Accounting Assistant II (DPW Admin.)
 - Hired as a City Laborer and promoted to a Sewer Crew Leader
 - Engineering Drafting Technician I – promoted to Engineering Drafting Technician II
- Dombrowski Training Program:
 - Urban Forestry Specialist Trainee
 - City Laborer
 - Sanitation Inspector (since left for private sector)

What We Now do to help Compete participants obtain employment with the City:

1. Diversity Recruiter assists in completion of online application, answering questions regarding current openings, facilitating resources and registering for ENotify and Click2Work
2. Ensure participants understand general City selection processes and address their concerns regarding background checks and conviction records. DER applies the statutory “substantially related standard, resulting in .15% of applicants being rejected based upon a conviction record.
3. Compete Milwaukee participants are made aware of all vacancies, and many apply and participate in general City selection process
4. Current vacancy: **City Laborer** (October 2017 and January 2018)
 - a. 38 Compete Milwaukee participants in the DPW/32 interested in applying for City Laborer
 - b. Eight hour CDL permit session presented prior to City Laborer recruitment
 - c. Preparatory sessions for all applicants, including sessions for Compete Milwaukee participants
 - d. Written exam: job-related
 - e. Performance exam: job-related (replicates tasks performed on the job)
 - f. Application period closes on October 18, 2017
5. Upcoming vacancies
 - a. Operations Driver Worker (to be announced within the next week)
 - b. Parking Checker
 - c. Engineering Drafting Technician/Engineering Technician – announced currently
 - d. Office Assistant series will open as continuous in 2018

Going forward...

- Engage each member of the quad (Milwaukee Urban League, Northcott Neighborhood Center, Silver Spring Neighborhood Center and UMOS) at the **initial stages of the six month program**
- Work with DPW Compete Milwaukee Liaison Andrew Simons
 - Informational presentations to Compete Milwaukee participants about the hiring processes of the City of Milwaukee
 - Dispel myths regarding barriers to employment (e.g. background checks)
 - Assist with the application process
 - Register accounts with ENotify, JOBAPS and Click2Work
 - Provide information about free training and certifications/online classes
- A large number of these participants face barriers to employment that affect their work readiness (e.g., a valid driver’s license, lack of transportation, adequate housing). The DER, the DPW and Compete Milwaukee are making a deliberate and collaborative effort to provide each Compete Milwaukee participant with the tools, resources and information to help remove barriers to employment and facilitate transition out of the program to permanent work.
- Departments and the DER continue to identify and create entry-level, training opportunities to develop job skills and a career path. Examples include:
 - Electrical Mechanic Apprentice
 - Urban Forestry Specialist Trainee (soon to be apprenticeship)
 - Code Enforcement Intern
 - Management Trainee
- Mixed approach to hiring (promotions, underfills, outside recruitment, job rotation)
- Continue to identify opportunities, such as apprenticeships/underfills for semi-skilled positions and other apprenticeships for the trades