

February 20, 2009

Clarification on Application Instructions for Job Order #1037397

Chris Goslawski with DWD Human Resources sent the following email to all Division of Employment & Training staff this morning. This is important information for anyone working in Resource Rooms or with job seekers.

The job order number is 1037397, Employment & Training Specialist.

Chris' email refers to the Employment & Training Specialist A position, but that is incorrect. Chris confirmed that the job order is 1037397, which is shown on the next page.

You forwarded this message on 02/20/2009 10:05 AM.

From: Goslawski, Chris - DWD

Sent: Fri 02/20/2009 9:31 AM

To: DWD DL DET ALL

Cc: Solomon, Brian - DWD

Subject: Employment & Training Specialist Recruitment

It seems there is some confusion regarding the application process for the Employment & Training Specialist (A) currently posted on JCOW, so I just want to clarify just what applicants need to do to apply for these positions.

The JCOW announcement provides a link for applicants to go to the WISCIJOBS site. In WISCIJOBS, applicants are then to search for job code 09-00454 and click on the job title to see the complete announcement. Within the announcement on WISCIJOBS is a How to Apply section that links applicants to the DWD Job Opportunities site (<http://dwd.wisconsin.gov/asd/joboprs.htm>). On the DWD joboprs page, applicants are instructed to click on the job title, which then takes them to a web page that has a complete announcement, a link to the position description, and a link to the application/examination packet (http://dwd.wisconsin.gov/asd/current_announcements/ET_Spec.htm). Applicants should print out the packet, read the instructions carefully, and submit the proper information as instructed in the packet. The information they are to return is a resume, the state application form, affidavit, vets preference form if applicable, and responses to six exam questions.

What seems to be happening is applicants are not clicking on the link to the DWD Job Opportunities page as instructed in the announcement on WISCIJOBS. Rather, they are clicking on the "Application Information" link that is on the left hand side of every web page in WISCIJOBS and submitting just the state application form. There's a lot of information on the WISCIJOBS pages, and it's easy to see how someone new to WISCIJOBS could make this mistake.

I am hoping that my sending this information to those of you working so hard in the job centers will be helpful to you in your job and may clear up any confusion applicants may have regarding the Employment & Training Specialist (A) application process.

Please contact me via e-mail or phone (608) 266-8332 if you have any questions.

Thanks!

Chris Goslawski
HR Specialist
608.266.8332

Job Details

 [Print Job Order](#)

Employment & Training Specialist
(Job Number 001037397)

Employer: DEPT OF WORKFORCE DEVELOPMENT [See all jobs by this employer](#)
201 E WASHINGTON AVE
MADISON, WI 53704
<http://dwd.wisconsin.gov/asd/joboprs.htm>

Work Site County/ies: Barron, Brown and Green Bay, Dane - Metropolitan Madison, Douglas, Eau Claire, Fond du Lac, Grant, Jefferson, Kenosha, La Crosse, Marathon, Marinette, Monroe, Price, Racine, Rock - North, Washington, Waukesha - Pewaukee Area, Winnebago - North, Wood - Wisconsin Rapids Area, Milwaukee

Public Transportation: Yes
Public transportation is available for some vacancies.

Pay: \$15.45 Per Hour to \$23.28 Per Hour
After 12 months in pay status in the Employment and Training Specialist (A) classification, the employee will be moved to the Employment and Training Specialist (B) pay range and will receive an increase in salary, which at this time is \$1.50 per hour (this rate is effective until June 30, 2009).

Duration/Hours Per Week: Full-Time, 40 Hours Per Week

Shift/Work Days: First
Monday-Friday.

Number of Openings: 3

Minimum Requirements of Employer:

Education: .
Professional Licenses/Certifications: .
Vehicle: None
Drivers License:
Type: No Drivers License Requested
Endorsements: No Endorsement Requested
Age: 18 or older Required
Experience/Qualifications: Knowledge of: effective customer service methods; methods to deal with difficult persons and situations calmly and with tact (e.g., an angry customer); oral and written communication methods; effective job search methods; skills, ability, and knowledge required for a variety of occupations; employment and training needs of low income, underemployed, and other groups of persons facing substantial barriers to employment; record keeping and record management techniques; and use of computers, commercial software, and the Internet. Ability to: work cooperatively with co-workers as part of an office team, to coordinate and network with other agencies, and to interact professionally; to get along with diverse populations; to work in a multi-agency setting in a cooperative and productive manner; and to adapt and respond quickly to change. Organizational and time management skills.

Duties and Responsibilities of the Job:

Primary responsibilities include provision of high quality customer service in a Job Center to a diverse group of persons that include underemployed or unemployed job seekers and career-changing workers. Services include skills training, case management, mentoring, job search assistance, placement, career development, retention, and career advancement. Services are provided one-on-one and in groups, in person, via the Internet, and over the phone. Work is often done in coordination with partner agencies. The position provides services primarily in Job Centers, but is expected to travel and provide outreach services to high schools, technical colleges, community based organizations, and other locations as necessary. It is essential that the Employment and Training Specialist (A) communicates effectively, works effectively with partner agencies, is able to work with and serve a diverse group of co-workers and customers, is readily adaptable to changing conditions, is able to keep and maintain records, and is able to balance multiple priorities.

While the position provides services primarily in Job Centers, it is also expected to travel and provide outreach services to high schools, technical colleges, community based organizations, and other locations as necessary. Although a vehicle is not required, the person in this position will be expected to travel to these other sites.

Benefits:

Insurance: Health Insurance, Dental Insurance, Life Insurance, Disability Insurance, Vision Insurance
Leave and Holidays: Sick Leave, Personal Leave, Vacation, Paid Holidays
Retirement & Financial: Retirement, Flexible Spending Accounts (Dependent & Medical), Deferred Compensation

Company Profile:

The Wisconsin Department of Workforce Development (DWD) is a state agency charged with building and strengthening Wisconsin's workforce in the 21st century and beyond. The Department's primary responsibilities include providing job services, training and employment assistance to people looking for work, at the same time as it works with employers on finding the necessary workers to fill current job openings. Under the DWD umbrella, a wide variety of employment programs can be found which range from securing jobs for the disabled, assisting former welfare recipients as they make a transition into work, promoting 72 job centers, linking youth with the jobs of tomorrow, protecting and enforcing worker's rights, processing unemployment claims and ensuring workers compensation claims are paid in accordance with the law.

How To Apply:

You must complete the materials in an application/exam packet in order to be considered for these positions.

The application/exam packet is available at [wisc.jobs](#), search for job announcement code 09-00454.

DO NOT submit any other materials in lieu of the materials from the application/exam packet.

Completed application materials must be received by 4:30 p.m. on March 2, 2009.

 [Print Job Order](#)

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/jobnetbiz>) that holds the JobNet Business announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for online reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

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