CIVIL ENGINEER TRANSPORTATION WINTER/SPRING 2006 STATEWIDE JOB ANNOUNCEMENT CODE: 06-00158

Help shape Wisconsin's transportation future by joining the team nationally recognized as leaders and innovators in the transportation field.

WELL-QUALIFIED APPLICANTS: Transportation-related civil, electrical, mechanical or environmental engineer education or experience.

LOCATION: Current vacancies exist in Southeast Region – Waukesha (Waukesha County). This recruitment will be used to fill vacancies as they occur in the Southwest Region - Madison (Dane County), Northeast Region - Green Bay (Brown County), North Central Region - Wisconsin Rapids (Wood County), Southwest Region –La Crosse (La Crosse County), Northwest Region - Eau Claire (Eau Claire County), North Central Region - Rhinelander (Oneida County), and Northwest Region -Superior (Douglas County).

SALARY: \$34,393 - \$45,946 annually, depending on qualifications, plus excellent benefits! A six-month probationary period is required. This position is schedule 14, range 46. The starting salary will be dependent on the applicable collective bargaining agreement. Relocation reimbursement may be available.

JOB DUTIES: Professional entry level duties and expertise for multi-modal transportation programs; engineering work in such areas as Design, Construction, Materials, Pavement Design, Soils, Planning, Traffic and Maintenance of transportation facilities.

KNOWLEDGE, SKILLS & ABILITIES: General knowledge of engineering principles and practices related to various transportation programs listed above; reading & math comprehension; effective communication skills including strong verbal, written communication skills including technical writing as well as the ability to develop/maintain effective working relationships.

SPECIAL REQUIREMENTS: Upon hire, candidate <u>must</u> have graduated from an accredited college or university with a 4-year degree in civil, electrical, mechanical and/or environmental engineering OR, possess a PE (Registration as a Professional Engineer), OR, possess an EIT (Engineer-In-Training) license for the State of Wisconsin. Applicants who will obtain any of the above qualifications in the next 6 months are encouraged to apply. May 2006 graduates are encouraged to apply!

HOW TO APPLY: Complete the application packet on the WisDOT Internet site which includes:

- Eligibility Form
- Affidavit Form
- Application for State Employment form OSER-DMRS-38

Also include a current resume listing three (3) professional references.

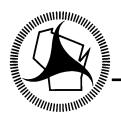
The announcement can also be viewed at https://wiscjobs.state.wi.us/public/. Search for Job Announcement Code: 06-00158.

*NOTE: You <u>must</u> mail in the required evidence (transcript or license), which shows you meet at least one of the special requirements along with your completed paperwork. If you are currently enrolled in college and will be graduating with a 4-year degree in civil, electrical, mechanical or environmental engineering in the next six months, please submit evidence (transcripts or other legitimate documentation) of your enrollment and upcoming graduation. You may request the paper application materials by calling the DOT Request Line, toll free, at 1-877-205-7738, OR: (608) 267-4593, OR: e-mail: wisdotjobs@dot.state.wi.us.

DEADLINE TO APPLY: The application and documentation materials must be received in our office by **Thursday**, **March 2**, **2006 at 4:30 p.m**. Materials should be mailed to Mary Schneider, DOT BHRS, 4802 Sheboygan Ave, Rm 410, PO Box 7915, Madison, WI 53707-7915.

Interviews are tentatively planned for the end of March.

CONTACT INFORMATION: Questions may be directed to Jane Hineline at (608) 266-7321 or at jane.hineline@dot.state.wi.us.



Wisconsin Department of Transportation

Division of Business Management

Bureau of Human Resource Services 4802 Sheboygan Avenue, Rm. 410 P O Box 7915

Madison, WI 53707-7915

Telephone: (608) 266-2615 Facsimile (FAX): (608) 264-9972

January 23, 2006

Dear Civil Engineer Applicant:

Thank you for your interest in the Civil Engineer Transportation positions at the Wisconsin Department of Transportation (WisDOT)!

Please read the Civil Engineer Transportation (CE Trans) announcement to be sure you meet the special requirements for the position. In order to be considered for our CE Trans positions, Job Announcement Code 06-00158, you must complete and submit the following application materials:

- Eligibility Form (attached)
- Affidavit Form (attached)
- Application State Employment Form OSER-DMRS-38 (attached)
- Your current resume listing three (3) professional references

Mail or deliver application materials to:

Mary Schneider DOT/BHRS 4802 Sheboygan Ave.; Rm. 410 PO Box 7915 Madison, WI 53707-7915

- Please do not send electronically -

Sincerely,

Jane Hineline Human Resources Specialist

Attachments

WisDOT Civil Engineer Transportation Winter/Spring 2006 Eligibility Form

Employment Areas

sel	eck all areas that you would like to be considered (you will <u>only</u> be considered for areas ected). In addition, please rank all those areas you selected in order of preference, i.e. 1 st pice, 2 nd choice, etc. in the blank after the area:
	Madison, Central Office
	Madison, Southwest Region North Central
_	La Crosse, Southwest Region
_	Green Bay, Northeast Region
_	Waukesha, Southeast Region Southwest
_	Wisconsin Rapids, North Central Region
	Rhinelander, North Central Region
_	Eau Claire, Northwest Region
	Superior, Northwest Region
	Qualifications
Dii	rections: Check ALL the appropriate boxes below for the qualification(s) you possess: I have graduated or will graduate in the spring or summer of 2006 from a recognized college or university with a 4-year degree in civil, electrical, mechanical or environmental engineering. Graduation date: I have attached an original transcript as evidence of this degree.
_	I have graduated or will graduate in the spring or summer of 2006 from a recognized college or university with a 4-year degree in civil, electrical, mechanical or environmental engineering.
_	I have graduated or will graduate in the spring or summer of 2006 from a recognized college or university with a 4-year degree in civil, electrical, mechanical or environmental engineering. Graduation date: I have attached an original transcript as evidence of this degree. I am currently registered as a Professional Engineer (P.E.) for the State of Wisconsin.
*Nt qui	I have graduated or will graduate in the spring or summer of 2006 from a recognized college or university with a 4-year degree in civil, electrical, mechanical or environmental engineering. Graduation date: I have attached an original transcript as evidence of this degree. I am currently registered as a Professional Engineer (P.E.) for the State of Wisconsin. I have attached a copy of the registration. I am currently certified as an Engineer-in-Training (E.I.T.) for the State of Wisconsin. I have attached a copy of this certification (note: providing notice of your test score(s) is not
*Nº qui with moderni	I have graduated or will graduate in the spring or summer of 2006 from a recognized college or university with a 4-year degree in civil, electrical, mechanical or environmental engineering. Graduation date: I have attached an original transcript as evidence of this degree. I am currently registered as a Professional Engineer (P.E.) for the State of Wisconsin. I have attached a copy of the registration. I am currently certified as an Engineer-in-Training (E.I.T.) for the State of Wisconsin. I have attached a copy of this certification (note: providing notice of your test score(s) is not sufficient to show that you possess the actual certification). OTE: You must submit the required evidence which shows you meet at least one of the alifications you identified above. If you are currently enrolled in college and will be graduating h a 4-year degree in civil, electrical, mechanical or environmental engineering in the next six on this, please submit evidence (transcripts or other legitimate documentation) of your
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AFFIDAVIT FORM

Please read the following statements, sign below and return this form with your application materials.

WISCONSIN ADMINSTRATIVE CODE

ER-Pers 6.10...The administrator may refuse to... certify an applicant, or may remove an applicant from a certification:

- (5) who has made a false statement of any material fact in any part of the selection process.
- (7) who practices, or attempts to practice, any deception or fraud in his or her application, certification, examination or in securing eligibility or appointment.
- (10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES

- S. 230.43 Misdemeanors; how punished. (1) Obstruction or Falsification of Examination. Any person..(c) who willfully or corruptly makes any false representations concerning the same [examination]...or (d) who willfully or corruptly furnished any person any special or secret information... or (e)...shall for each offense be guilty of a misdemeanor.
- (3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50.00, nor more than \$1000.00, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding two excerpts from the Wisconsin Administrative Code, ER-Pers 6.10 and Wisconsin Statutes, s. 230.43 which relate to security of examination information and falsification of information in any part of the selection process. I also certify that my responses on my application materials are true to the best of my recollection and that *I* can document these experiences if required to do so at some future date.

SIGNATURE	DATE
NAME (PRINT)	SOCIAL SEC #_

State of Wisconsin - Office of State Employment Relations

APPLICATION FOR STATE EMPLOYMENT

* Required items	
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1.	Civil Service Job Title as it appears in the announcement:				
2.	. *Job Announcement Code(s) of the position(s) for which you are applying: 3. Score Reuse:				
Job	ob Code #1: Job Code #2:		Jo	b Code #3:	
4.	*Social Security Number:			*Mother's Maiden Na	me:
6.	Contact Information:				
	*Last Name:		*First Name:		M.I.:
-	*Mailing Address:				
-	*City:	*State:	*Zip:	Country:	
-	Day Phone:		E-Mail Address:		
•	Evening Phone:		Other Number:		
7.	I am currently legally authoriz to work in the United States.	ed Yes	No 8. I am a W	isconsin resident.	Yes No
9.	Exam City Code: (C	Complete this if yonstructions for the		n exam center; see pag	e 2 of the
Ge	nder and race information are us	ed for equal empl	oyment opportunity/affirma	tive action purposes or	nly.
10.	Gender:	11. Ra	ace/Ethnicity:		
	Female Male	(Check only one) 3 American Indian/Alaska Native			'Alaska Native
		1 Black (Not Hispanic) 4 Hispanic			
12.	Birth Date:	2 ,	Asian or Pacific Islander	5 White (Not Hispa	ınic)
	Birth date information is used	'O' -	ducational Level: Check	· ·	∍d.
	administrative purposes only. numbers, e.g., 02/09/1971		d not complete high school impleted GED/HSED		associate degree
	(MM/DD/YYYY)		aduated from high school	07 Bachelor's	s degree
	//		me college, no degree		duate degree courses
		05 Or	ne-year vocational diploma	09 Graduate	college degree
14.					ı will accept.
	FT Full-time (40 hours/wee	,		ess than 40 hrs/wk)	
	EH Evening 2 nd shift (3 to	. ,		d shift (11 pm to 7 am c	r similar nours)
	SE Seasonal (minimum of				
15.	*Where would you like to work			· ·	t land on a county
	Note: We will consider you only f for us to process your application.				
Coi	unty Code(s):			_	

OSER-DMRS-38 (rev. 09-05) Wis. Stats. 230.16

Page 1 of 2

Administrative Use Only

APPLICATION FOR STATE EMPLOYMENT - Page 2

A Internet: Select below.	M Current State Employee	
B http://WiscJobs.state.wi.us	N Radio Ad	
C www.wisconsin.gov	O Television Ad	
D DWD/JOBNET	P Job Fair	
☐ E other career sites	Q State Workshop	
F state agency web site	R Library	
G Office of State Employment Relations	S W-2/SEO Services	
H Job Service/Job Center	T Direct Mail	
Another State Agency	U Current Opportunities Bulletin	
J Community Organization	☐ V Other	
	ge/University code here: See list of codes on	page
the instructions. L Newspaper: Enter Newspaper code here	See list of codes on page 4 of the instructions	S.
periences. Do you wish to have your application	es may search our database for applicants with specific vailable to other state agencies, universities, and city a	
periences. Do you wish to have your application overnments? No Active Duty Military: We will test active duty mil regularly scheduled exam centers. We will test on	vailable to other state agencies, universities, and city a ary members stationed out of state who are unable to to at approved U.S. military installations and only if the e	est a
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OSER-DMRS-38 (rev. 09-05) Wis. Stats. 230.16 MM / DD / YYYY (e.g. 09/07/2005)

STATE APPLICATION INSTRUCTIONS

Search employment opportunities on-line at http://WiscJobs.state.wi.us

General Instructions

- These instructions are for use in completing the Application for State Employment, form OSER-DMRS-38.
- Applications will be accepted only for vacancies announced online at http://wiscJobs.state.wi.us, in the Current Opportunities Bulletin, or the Continuous Recruitment Bulletin.
- Read the announcement carefully and submit application materials to the address listed in the announcement or special application materials.
- You <u>must</u> provide the following: **job announcement code**, **mother's maiden name**, **last name**, **first name**, **mailing** address, city, state, zip, type of employment, county(ies) where you will work, and your signature in the Certification Statement section.
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. **OSER** is not responsible for late, lost, misdirected or damaged mail.
- You may take clean photocopies of the *Application*, printed **front and back on one sheet of paper**, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found on-line at http://OSER.state.wi.us under "Jobs" at Application Forms & Selected Exam Materials.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form OSER-MRS-159, found on-line at http://OSER.state.wi.us under "Jobs," at Application Forms & Selected Exam Materials.
- Questions should be directed to the contact in the job announcement or the Office of State Employment Relations, Employment Services Center can be contacted by telephone (608) 266-1731, or e-mail ESC@OSER.state.wi.us.

Step-by-Step Instructions

1. CIVIL SERVICE JOB TITLE

Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.

2. JOB ANNOUNCEMENT CODE(s)

Job Announcement Code(s) are listed in the heading of the job announcement. An accurate Job Announcement Code is required to process your application.

3. SCORE REUSE

Applicants interested in score reuse should do so by the "reuse period" indicated on their Examination Results Notice. This can be completed on-line by creating an account on http://wiscJobs.state.wi.us or check the score reuse box in the upper right hand corner of this application and submit to the Office of State Employment Relations, P.O. Box 7855, Madison, WI 53707-7855. Refer to http://wiscJobs.state.wi.us or the contact listed in the job announcement for more information.

4. <u>SOCIAL SECURITY NUMBER</u>

<u>This information is required in order to process your application</u>. Your social security number will help to ensure the accuracy of your application. <u>Current state employees</u>: Some information may be verified with state employment records to be sure your most current data is available with your application.

5. MOTHER'S MAIDEN NAME

This information is required in order to process your application. Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.

6. CONTACT INFORMATION

You must provide your last name, first name, and complete mailing address for us to process your application. Notify us in writing of any changes to your address. Please print your contact information clearly.

State Application Instructions - page 2 of 4

7. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Check YES only if you are one of the following: (1) a citizen or national of the United States, (2) a lawful permanent resident, or (3) an alien authorized to work in the United States.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

9. EXAM CITY

Listed below are fourteen cities that host exam centers. If the job for which you are applying requires taking an exam at an exam center (see job announcement for examination requirements), choose only **one** of the locations listed below where you will take that exam. Transfer the code for that city to the *Application*.

Code	<u>City</u>	Code	<u>City</u>	Code	<u>City</u>	Code	<u>City</u>
AD	Ashland	KE	Kenosha	PL	Platteville	WA	Wausau
EC	Eau Claire	LX	La Crosse	RH	Rhinelander	WR	Wisconsin Rapids
FD	Fond du Lac	MD	Madison	RL	Rice Lake		
GB	Green Bay	MW	Milwaukee	SU	Superior	OT	Military (see below)

Active Duty Military

Please enter OT in section 9 of the Application and provide the requested information on page 2 of the Application.

Gender and Race/Ethnicity Information

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

10. GENDER

Check only one box.

11. RACE/ETHNICITY - Check only one box using the following definitions:

Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.

<u>Asian or Pacific Islander</u>: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

<u>American Indian or Alaska Native</u>: Persons descending from any of the original peoples of North America who possess ½ degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

<u>Hispanic</u>: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

<u>White--Not of Hispanic origin</u>: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only and is not required.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

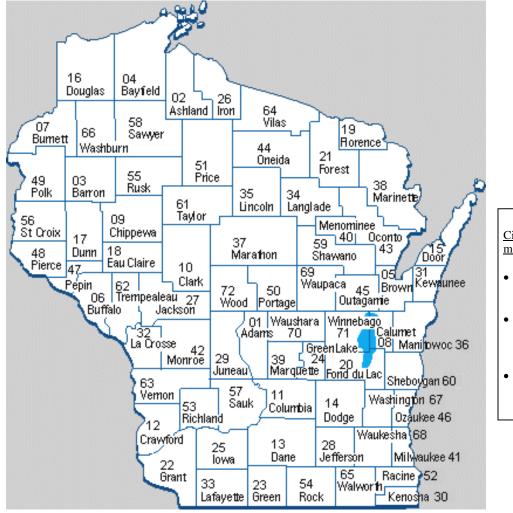
You must include the type of employment you will accept in order for us to process your application. Check all types of work that you will accept.

State Application Instructions - page 3 of 4

15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.

| Code County |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| 01 - Adams | 16 - Douglas | 31 - Kewaunee | 46 - Ozaukee | 61 - Taylor |
| 02 - Ashland | 17 - Dunn | 32 - La Crosse | 47 - Pepin | 62 - Trempealeau |
| 03 - Barron | 18 - Eau Claire | 33 - Lafayette | 48 - Pierce | 63 - Vernon |
| 04 - Bayfield | 19 - Florence | 34 - Langlade | 49 - Polk | 64 - Vilas |
| 05 - Brown | 20 - Fond du Lac | 35 - Lincoln | 50 - Portage | 65 - Walworth |
| 06 - Buffalo | 21 - Forest | 36 - Manitowoc | 51 - Price | 66 - Washburn |
| 07 - Burnett | 22 - Grant | 37 - Marathon | 52 - Racine | 67 - Washington |
| 08 - Calumet | 23 - Green | 38 - Marinette | 53 - Richland | 68 - Waukesha |
| 09 - Chippewa | 24 - Green Lake | 39 - Marquette | 54 - Rock | 69 - Waupaca |
| 10 - Clark | 25 - Iowa | 40 - Menominee | 55 - Rusk | 70 - Waushara |
| 11 - Columbia | 26 - Iron | 41 - Milwaukee | 56 - Saint Croix | 71 - Winnebago |
| 12 - Crawford | 27 - Jackson | 42 - Monroe | 57 - Sauk | 72 - Wood |
| 13 - Dane | 28 - Jefferson | 43 - Oconto | 58 - Sawyer | |
| 14 - Dodge | 29 - Juneau | 44 - Oneida | 59 - Shawano | 99 - All Counties |
| 15 - Door | 30 - Kenosha | 45 - Outagamie | 60 - Sheboygan | |



<u>Cities with population of more than 100,000:</u>

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 41
- Green Bay is in Brown County, code 05

State Application Instructions - page 4 of 4

16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

16(K) <u>Wisconsin Colleges/Universities</u>: If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

Code College/University	Code	College/University	Code	College/University
01 - Alverno College	22 -	Moraine Park Technical	43 -	UW-Marinette
02 - Beloit College	23 -	Mount Mary College	44 -	UW-Marshfield/Wood County
03 - Blackhawk Technical	24 -	Mount Senario College	45 -	UW-Milwaukee
04 - Cardinal Stritch University	25 -	Nicolet Area Technical	46 -	UW-Oshkosh
05 - Carroll College	26 -	North Central Technical	47 -	UW-Parkside
06 - Carthage College	27 -	Northeast Wisconsin Technical	48 -	UW-Platteville
07 - Chippewa Valley Technical	28 -	Northland College	49 -	UW-Richland
08 - Concordia University	29 -	Ripon College	50 -	UW-River Falls
09 - Edgewood College	30 -	Silver Lake College	51 -	UW-Rock County
10 - Fox Valley Technical	31 -	Southwest Wisconsin Technical	52 -	UW-Sheboygan
11 - Gateway Technical	32 -	St. Norbert College	53 -	UW-Stevens Point
12 - Lakeland College	33 -	UW-Baraboo/Sauk County	54 -	UW-Stout
13 - Lakeshore Technical	34 -	UW-Barron County	55 -	UW-Superior
14 - Lawrence University	35 -	UW-Eau Claire	56 -	UW-Washington County
15 - Madison Area Technical	36 -	UW-Fond du Lac	57 -	UW-Waukesha
16 - Marian College	37 -	UW-Fox Valley	58 -	UW-Whitewater
17 - Marquette University	38 -	UW-Green Bay	59 -	Viterbo College
18 - Mid-State Technical	39 -	UW-La Crosse	60 -	Waukesha County Technical
19 - Milwaukee Area Technical	40 -	UW-Madison	61 -	Western Wisconsin Technical
20 - Milwaukee Institute of	41 -	UW-Manitowoc	62 -	Wisconsin Indianhead Technical
Art & Design	42 -	UW-Marathon County	63 -	Wisconsin Lutheran College
21 - Milwaukee School of Engine	ering			

16(L) <u>Newspapers:</u> If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

Code Newspaper	Code Newspaper	Code Newspaper
01 - Appleton Post-Crescent	14 - La Crosse Tribune	27 - Stevens Point Journal
02 - Ashland Daily Press	15 - Madison Capital Times	28 - UMOJA
03 - Beaver Dam Daily Citizen	16 - Madison Times	29 - Watertown Daily Times
04 - Beloit Daily News	17 - Madison Wisconsin State Journal	30 - West Bend Daily News
05 - Campus Newspaper	18 - Manitowoc Herald Times Reporter	31 - Wisconsin Rapids Daily Tribune
06 - Chippewa Falls Herald	19 - Marshfield News Herald	
07 - Eau Claire Leader-Telegram	20 - Milwaukee Journal Sentinel	Out-of-State Newspapers
08 - Employment Times	21 - Milwaukee Times	32 - Chicago Sun-Times
09 - Fond du Lac Reporter	22 - Now Hiring	33 - Chicago Tribune
10 - Green Bay News Chronicle	23 - Oshkosh Northwestern	34 - Minneapolis Star-Tribune
11 - Green Bay Press Gazette	24 - Racine Journal Times	35 - Rockford Register Star
12 - Janesville Gazette	25 - Shawano Leader	36 - St. Paul Pioneer Press
13 - Kenosha News	26 - Sheboygan Press	37 - Wall Street Journal

17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.