

The following letter regarding civil service appointments was sent on August 25, 2014 to the human resource directors of state agencies:

Dear (Director):

The Association of Career Employees (ACE) has had a long-standing interest in civil service appointments.

ACE is making an open records request, under WI statutes §19.31 through 19.37, for the following information, or records containing the following information, concerning civil service appointments made during the period May 1, 2014 through August 30, 2014:

- Copy of appointment letter or other document which notifies a person appointed to a classified civil service position from an unclassified position
- If the appointment letter or other document above does not contain the following information, other records that show the title of the unclassified position which the person held prior to the appointment, the title and classification of the position to which the individual was appointed, and the date of appointment
- A record that shows the beginning date that the person served in the classified position, and a record that shows the ending date, if any, of the individual's service in the classified position
- If the individual is currently employed by your agency, a record that shows the title and classification of the position that the individual currently holds
- Copy of a record that shows the number of applicants for the classified position to which the individual was appointed
- Copy of a record that shows the number of persons interviewed for the classified position to which the individual was appointed.

In plain English, ACE is looking for information concerning hires of persons who serve in unclassified positions, who are subsequently hired for classified civil service jobs.

ACE defines "unclassified" positions to include WI state agency positions including Secretary, Deputy Secretary, Executive Assistant, and Division Administrator. A full listing of unclassified positions is found at Wis. Stats § 230.08(2). (We are not seeking information about UW academic staff hired for permanent classified positions.)

ACE has been asked to clarify the meaning of "subsequently hired." ACE would like information on appointments involving persons who served in an unclassified position immediately prior to being appointed to a classified position.

ACE will request records containing the same information for appointments made during the rest of 2014 at a later date.

Sincerely,

Bob Jordan
Executive Director