

NOTES FOR MILITARY AND VETERANS AFFAIRS COMMITTEE
5/19/16

THANK YOU CHAIRMAN BARRETT AND THE COMMITTEE MEMBERS OF
THE MILITARY AND VETERANS AFFAIRS COMMITTEE FOR THE
OPPORTUNITY TO SPEAK TODAY

MY NAME IS RICK DONOVAN AND I AM A MEMBER OF THE VFW
DEPARTMENT OF MICHIGAN AND POST 334 IN OXFORD

AT THIS TIME I WOULD ASK YOU TO PLEASE REFER TO THE
PACKETS PROVIDED

PACKET:

1. PETOSKEY NEWS ARTICLE
2. EXPLANATION AND WEB LINKS DETAILING THE NEGATION OF
VETERANS PREFERENCE' IN THE STATE OF MICHIGAN AND
SHOWING NO UNIFIED POLICY AMONG STATE AGENCIES.
3. FORMS TO GET VETERANS' PREFERENCE/APPROVAL
LETTER/DENIAL LETTER/NEO GOV FOR EXAMINATIONS ONLY
AND 3-8 VETERANS' PREFERENCE
4. PORTIONS OF ANNUAL WORKFORCE REPORT (NOT A COMPLETE
REPORT, COMPLETE REPORT CAN BE FOUND ON STATE
WEBSITE)
5. EXAMPLE OF MDOC AND THEIR USE OF JST TRANSCRIPTS IN
HIRING PROCESS. CAN OTHER AGENCIES OR CIVIL SERVICE
ALLOW ACROSS ALL STATE HIRING DECISIONS?
6. MICHIGAN PUBLIC EMPLOYEES SEIU LOCAL 517 M
TESTIMONY TO MICHIGAN CIVIL SERVICE COMMISSION
MEMBERS DATED 12/16/2015.

THANK YOU FOR THE OPPORTUNITY TO TESTIFY CONCERNING THE
ISSUE OF VETERANS' PREFERENCE AND HOW IT RELATES TO
HIRING PRACTICES, AND EMPLOYMENT OF VETERANS TO
OPPORTUNITIES WITH THE STATE OF MICHIGAN.

I WELCOME ANY QUESTIONS.

Officials believe veterans' employment programs ignored, calling on Lansing for action

Posted: Thursday, September 17, 2015 10:15 am

TRAVERSE CITY — State officials said Tuesday legislation in place to provide veterans' preference for state employment and federally funded job training have been largely ignored and are now calling on Lansing for action.

At a meeting Monday in the back room of a Traverse City cafe, State Sen. Wayne Schmidt, R-Traverse City, and State Rep. Larry Inman, R-Traverse City, listened as state veterans outreach and service officials enlightened the politicians of their discovery that two pieces of legislation to assist veterans — priority of service and veterans' preference — are not being adequately applied.

Dale Ginzel, disabled veterans' outreach program specialist with the Veterans' Services Division of the State of Michigan Workforce Development Agency, said while making calls on a question he had regarding veterans' preference, he spoke with a human resources specialist for the Michigan Workforce Development Agency and found it was not implementing veterans' preference.

"I even asked if it was safe to assume the State of Michigan doesn't have veterans' preference, as is stated in civil service rule 3-8," he said. "She said it is safe to assume there is no veterans' preference in Michigan."

Veterans' preference stems from the Michigan Veterans Preference Act. According to information obtained from Douglas Robinson, president of the Northern Michigan Veterans Coalition, the act requires honorably discharged veterans be given preference for appointment and employment with state employers.



Schmidt

State Sen. Wayne Schmidt

This preference is supposed to be implemented in different forms, depending on the selection process for the job, including civil service preference points, agency preference points or preferential consideration by the appointing authority.

In addition to the calls Ginzler made confirming the lack of implementation of the act, at least within the Michigan Workforce Development Agency, Ginzler also received permission to provide transcripts of an email conversation between a veteran and Nicole Wetherbee, human resources specialist with the Office of Classification, Selection and Compensation within the Civil Service Commission.

In the email, the veteran inquires about his veteran preference application. In an emailed response, Wetherbee explains:

“What the Veterans Preference does is flag your application that you are a veteran. It does not add additional points to the exam itself.”

If there are no point systems applied, which is suggested by the email conversation and Ginzler's conversation with Michigan Workforce Development Agency human resources specialist, the question remains whether the Michigan Veterans Preference Act is being followed.

Robinson said it is concerning to see some agencies ignoring the point system, possibly negating veterans' preference.

“There is no way of telling how long (this has been going on),” he said. “We don't know all of the state agencies and how long they have been going around the point system methodology.”

Robinson said all that has been discovered is the point system is a method no longer used in state hiring practices, increasing the concern that veterans' preference is not being made available to veterans.

Priority of service apparently not applied

A Michigan Workforce Development Agency memorandum sent to all of the Michigan Works Agency directors Feb. 18 shows another employment-related program failed to be properly implemented in 2013 and 2014.

According to a copy of the memorandum, in 2014 Michigan failed all of the 12 measures used by the U.S. Department of Labor (USDOL) in determining if priority of service was being properly implemented. Priority of service is the right for veterans and other “covered persons” to take precedence over “non-covered persons” when it comes to qualified job-training programs funded in whole or in part by the USDOL.

The 12 measures are divided evenly into three categories — analysis of referral to USDOL-funded training, analysis of employment referral priority and analysis of job placement priority — and each measure failed, with nine of the 12 failing in 2013.

According to further information provided by Robinson, priority of service requirements come through the Jobs for Veterans Act. The priority of service requirements apply to every qualified job training program funded fully or partially by USDOL monies, in addition to other education programs, workshops and even computer usage and availability.

In total, priority of service applies to:

- State and local workforce investment boards
- Private, national and pilot or demonstration operators of employment and training programs funded by the USDOL
- Programs implemented by states or local service providers based on federal block grants administered by the USDOL
- Any program or service that is a workforce development program targeted to specific groups

Inman and Schmidt agreed to meet together in Lansing this week to review options for both issues moving forward and said they would report back next week. Robinson expected a response by Thursday.

Though he was not present at the meeting, officials representing Sen. Jim Stamas, R-Midland, plan to meet with Robinson in the near future to discuss the matter.

As for potential options, several of the individuals at the meeting agreed the system is not broken — it just needs to be implemented.

“There is a number of us who think the system would work,” Ginzel said. “If there are certain elements, or leadership that chooses not to implement, not to use, then it just breaks down.

“We hope at some point these issues are addressed and fixed, quite frankly.”

Robinson echoed Ginzel's desire to see the system implemented.

“It is somewhat frustrating when you know there is something on the books that should be done,” he said. “You want to be able to push that switch and do it the right way, do it the way it is written, but you can't control other agencies because you're not there.”

Follow @Mark_JohnsonGHT on Twitter.

Using the links provided below, reference is made to Michigan Civil Service Commission Rules Chapter 3, paragraph 3-8 titled "Veterans' Preference", Michigan Civil Service Commission Regulation 3.01, "Alternative Assessment and Selection Process" and Michigan Civil Service Commission Regulation 3.04, "Selection of Employees for Position Vacancies".

http://www.michigan.gov/documents/mdcs/Michigan_Civil_Service_Commission_Rules_34718_3_7.pdf

http://www.michigan.gov/documents/SPDOC_03_25a_71600_7.pdf

http://www.michigan.gov/documents/mdcs/Reg3_04_SelectionofEmpsForPositionVacancies_05-12SPDOC_12-08_385968_7.pdf

Specifically,

Michigan Civil Service Rule, Chapter 3 states that Civil Service shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules. This method must assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The state personnel director may authorize the use of another organization's appraisal results.

Discussion: Civil Service has established that the method of selection is by examination, referred to as appraisal method, although may authorize the use of another method.

Rule 3-8.1 An applicant who is qualified for initial appointment in the classified service is eligible for a preference in consideration during the selection process.

Rule 3-8.3 Types and Order of Veterans' Preference

During a selection process, a qualified eligible applicant who request a preference....is given one of the following preferences:

- (a) Civil Service Preference Points – based in whole or in part on a numerical score on a written exam.
- (b) Agency Preference Points – If a qualified eligible applicant is not given preference points under (a) and the appointing authority uses a preliminary applicant screening process based in whole or in part on a numerical score.
- (c) Preferential consideration by appointing authority – If a qualified eligible applicant is not given preference points under either (a) or (b), the appointing authority shall give preferential consideration to the qualified applicant as follows:
 - a. Using a mechanical or random screening process, the qualified eligible applicant must be retained and placed in the candidate pool.
 - b. Must be evaluated by the appointing authority using the same merit appraisal methods used for other candidates in the candidate pool.

Discussion: First and foremost, the veteran must be qualified for the position. If so, then the veteran is eligible for a preference. There are 3 types (order) of preference, two based upon

points (numerical) and one based upon mechanical/random screening, which does not provide for any veterans preference, ***negating any Veterans' Preference***

Regulation 3.01 ALTERNATIVE ASSESSMENT AND SELECTION PROCESS

Discussion: Civil Service Rule 3.1 states that the method of selection is by examination, referred to as appraisal method. However, under **Regulation (3.01)**, Civil Service allows appointing authorities to submit an alternative plan for the recruitment, assessment, and selection of employees to fill position vacancies in lieu of Civil Service written, electronic, or other appraisal methods.

Since we have learned from Civil Service that the appraisal method is not being used by any appointing authorities, we must conclude that Civil Service has received and approved alternative plans for assessment and selection process from every appointing authority not using the appraisal method. Likewise, since the appraisal method is not being used by appointing authorities ***then this negates any possibility of Veterans'***

Preference, using numerical scoring under Civil Service or Agency Preference Points, (a) and (b) as indicated in Rule 3.8-3. This leaves only (c), Preferential consideration by appointing authority, meaning that every veteran is moved from the applicant pool to the candidate pool, which we know from personal and client experience is not occurring.

Regulation 3.04 SELECTION OF EMPLOYEES FOR POSITION VACANCIES

Discussion: As mentioned in this regulation, Rule 1-8.1 Prohibited Discrimination states that neither civil service staff nor an appointing authority shall fail or refuse to hire, recruit, or promote, or limit, segregate, or classify an employee or applicant for employment in a way that deprives or tends to deprive the employee or applicant of an employment ***It should be noted that veterans are not included as a protected category in this rule, however it can be understood.***

Civil Service Rule 3.1 (above) is cited in this regulations as the authority and refers to the appraisal method but allows the state personnel director to authorize the use of another organization's appraisal results. Again, alternative methods must in in writing and approved by Civil Service before its use.

Further, the regulation states that the appointing authority shall maintain accurate documentation for all steps of the selection process for at least 3 years from the completion of the selection process and shall retain and make available for audit all documents related to the selection and evaluation process.

In close, Civil Service wants examples because they have records and shall not must maintain records for three years. So to parade a veteran in front of Civil Service who did not receive preference does nothing to ensure state agencies are exercising veterans preference today and in the future.

**State of Michigan
Civil Service Commission
REGISTRATION FOR VETERANS' PREFERENCE**
Applicant Assessment
P. O. Box 30002, Lansing, Michigan 48909

Print Name (First, Middle Initial, Last)			Applicant ID No. (If known)
Street Address			City
State	Zip Code + Four	Area Code/Telephone Number	Email Address

Civil Service Rule 3-8, *Veterans' Preference*, states that a veteran or spouse who possesses the minimum qualifications for the classification may be eligible for preference in consideration during the selection process for hire into the classified service. In order to receive veterans' preference, registration with Michigan Civil Service is required. Once registered, in order to compete for State of Michigan vacancies, you must go to the Civil Service vacancy postings webpage and apply as instructed for any given vacancy. Note: An applicant who is granted a preference is not guaranteed an appointment.

An eligible veteran is a person who (1) has 90 or more calendar days of active duty service in the Armed Forces of the United States and (2) was honorably discharged from active duty in the Armed Forces for the United States. Official military forms must be from the United States Department of Veterans' Affairs (DVA) and/or Department of Defense (DOD).

You must meet one of the following in order to be provided with the veterans' preference. Please mark as appropriate, and provide the noted documentation.

- I am applying as an eligible veteran who has been released from active military duty. I have attached a photocopy of the DD Form-214-Member 4 Copy, NGB-22 Individual Copy 2, or equivalent DVA form.
- I am applying as an eligible, disabled veteran who has been released from active military duty AND has been determined to be eligible for disability compensation by the DVA, DOD, or a branch of Armed Forces of the United States as the result of a service-connected disability. I have attached a photocopy of the (1) DD Form-214-Member 4 Copy, NGB-22 Individual Copy 2, or equivalent DVA form, and (2) documentation from the DVA or DOD of the current disability compensation or disability retirement pay.
- I am applying as a spouse of an eligible disabled veteran with greater than 50 percent service-connected disability who was released from active military duty. I have attached a photocopy of the (1) DD Form-214-Member 4 Copy, NGB-22 Individual Copy 2, or equivalent DVA form, (2) documentation from the DVA or DOD of current disability compensation or disability retirement pay, and (3) marriage certificate.
- I am applying as an eligible surviving spouse of a veteran who was released from active military duty. I have attached a photocopy of the (1) DD Form-214-Member 4 Copy, NGB-22 Individual Copy 2, or equivalent DVA form, (2) marriage certificate, and (3) spouse's death certificate.
- I am applying as an eligible surviving spouse of a veteran who was released from active military duty and has a child less than 18 years of age. I have attached a photocopy of the (1) DD Form-214-Member 4 Copy, NGB-22 Individual Copy 2, or equivalent DVA form, (2) marriage certificate, (3) spouse's death certificate, and (4) children's birth/adoption certificate(s) or proof of legal guardianship.
- I am applying as an eligible surviving spouse of a veteran who was released from active military duty and has continuing parental care of a disabled child. I have attached a photocopy of the (1) DD Form-214-Member 4 Copy, NGB-22 Individual Copy 2, or equivalent DVA form, (2) marriage certificate, (3) spouse's death certificate, (4) child's birth/adoption certificate or proof of legal guardianship, and (5) documentation of the child's disability.

Submit this form and the required documents to:
Civil Service Commission/ Applicant Assessment Section
P O Box 30002/400 South Pine Street
Lansing, Michigan 48909
(517) 241-5051-Fax
Email: MCSC-BHRS@michigan.gov

Signature	Date
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RICK SNYDER
GOVERNOR



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

COMMISSIONERS
THOMAS M. WARDROP, CHAIR
JAMES BARRETT
CHARLES BLOCKETT, JR.
ROBERT W. SWANSON

ACTING STATE PERSONNEL
DIRECTOR
JANET McCLELLAND

June 10, 2014

JR

MI 48

Dear Applicant:

Pursuant to Michigan Civil Service Commission Rule 3-8, on *Veterans' Preference*, the review of your documents determined that you are approved and registered for Veterans' Preference, for employment in the Michigan state classified service, as an:

- Eligible Veteran
- Eligible Disabled Veteran
- Eligible Spouse of a Disabled Veteran
- Eligible Surviving Spouse of a Veteran
- Eligible Surviving Spouse of a Veteran with a child less than 18 years
- Eligible Surviving Spouse of a Veteran with continuing care of a disabled child

Your Applicant Identification Number is [redacted] and should be used for all correspondence with Civil Service and the hiring state agencies. Your Veterans' Preference expires with your first appointment into state classified service.

Please make sure that when applying for jobs listed on our "State of Michigan Vacancy Postings" website at <http://agency.governmentjobs.com/michigan/default.cfm>, on the NEOGOV Application's "Agency-Wide Questions," for Question 3, enter your Applicant Identification Number; and for Question 6 check the box "Yes" that you are registered as for Veterans' Preference. You must apply for Veterans' Preference before the end of the application and/or selection process to be considered for preference.

If you applied for a Civil Service examination, it will be processed under separate cover.

If you have any questions, please contact me.

Sincerely,

Maria E. Sanchez
Office of Classifications, Selections, and Compensation
(517) 335-0316
(517) 241-5051-Fax
sanchezm1@michigan.gov

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RICK SNYDER
GOVERNOR



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

COMMISSIONERS
THOMAS M. WARDROP, CHAIR
JAMES BARRETT
CHARLES BLOCKETT, JR.
ROBERT W. SWANSON
ACTING STATE PERSONNEL
DIRECTOR
JANET McCLELLAND

January 06, 2015

. MI 48

Dear Applicant:

We received your Registration for Veteran's Preference (CS-1701) form. You should note that Civil Service Commission Rule 3-8, on *Veterans' Preference*, states that an eligible veteran is a person who (1) has 90 or more calendar days of active duty service in the Armed Forces of the United States and (2) was honorably discharged from active duty in the Armed Forces of the United States. Your request for Veteran's Preference is denied because of the following reasons.

- You served less than 90 calendar days of active duty service in the Armed Forces of the United States.
- Your spouse served less than 90 calendar days of active duty service in the Armed Forces of the United States.
- You were not honorably discharged from active duty in the Armed Forces of the United States.
- Your spouse was not honorably discharged from active duty in the Armed Forces of the United States.
- You are still active in the Armed Forces of the United States.
- You do not have active duty service in the Armed Forces of the United States.
- Your spouse did not have active duty service in the Armed Forces of the United States.
- You are not the parent or guardian of a child under the age of 18 years.
- You are not a parent or guardian of a disabled child.
- Your spouse did not have a documented 50% service-connected disability.

You have a right to file a technical complaint regarding the employment sanction decision under Civil Service Commission Rule 8-3 and Regulation 8.02. It should be noted that you cannot file a technical complaint regarding the agency's discipline action in this forum. If you choose to file a complaint, you must complete and return a Technical Qualification Complaint form (CS-212b) and a copy of this letter. In order for your complaint to be timely, it must be received by the Civil Service Office of Technical Complaints on or before fourteen (14) days from the date of this letter. The form and the applicable rule and regulation can be viewed and obtained from our web site at <http://www.michigan.gov/mdcs>. If you choose not to file a complaint, no further action on your part is necessary. Questions about the Technical Complaint process may be directed to the Office of Technical Complaints, at (517) 241-9093.

If you have any questions or comments, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kim Ngo".

Kim Ngo
Office of Classifications, Selections, and Compensation
(517) 335-0308
(517) 241-5051-Fax
ngok@michigan.gov



STATE OF MICHIGAN
invites applications for the position of:
Veterans Preference

An Equal Opportunity Employer

JOB #: 1999-16- Veterans Preference

DEPARTMENT: Examinations ONLY → HOW MANY DEPT. DO EXAMINATIONS ?

BARGAINING UNIT: N/A

SALARY:

Salary: Not Displayed

OPENING DATE: 03/16/16

CLOSING DATE: Continuous

JOB DESCRIPTION:

**State of Michigan
Civil Service Commission
REGISTRATION FOR VETERANS' PREFERENCE**

CSC Rule 3-8 authorizes veterans' preference for veterans or qualifying spouses who meet minimum qualifications for a classification in selection processes for the state classified service. To receive veterans' preference requires registration with the Michigan Civil Service Commission. Once registered, you must go to the State of Michigan Job Openings page and apply as instructed for a posting to compete for the state vacancy.

Note: An applicant granted veterans' preference is not guaranteed appointment.

**REQUIRED EDUCATION AND EXPERIENCE:
Required Education and Experience**

An eligible veteran must (1) have 90 or more calendar days of active duty service in the U.S. Armed Forces and (2) have been honorably discharged from active duty. Official military forms must be from the Department of Veterans Affairs (DVA) or Department of Defense (DOD). When a DD Form 214 or NGB Form 22 is required, active military may attach documentation on military letterhead providing information similar to that in those documents if not yet available due to ongoing service.

Depending on your status, your eligibility request must include the following documentation:

- An eligible veteran released from active military duty must attach a copy of the DD Form 214-Member Copy 4, NGB Form 22-Individual Copy 2, or equivalent DVA form.
- An eligible, disabled veteran released from active military duty AND determined eligible for disability compensation by the DVA, DOD, or a branch of the U.S. Armed Forces as the result of a service-connected disability must attach copies of (1) the DD Form 214-Member

Copy 4, NGB Form 22-Individual Copy 2, or equivalent DVA form, and (2) documentation from the DVA or DOD of the current disability compensation or disability retirement.

- *An eligible spouse of a disabled veteran with greater than 50 percent service-connected disability who was released from active military duty must attach copies of (1) the DD Form 214-Member Copy 4, NGB Form 22-Individual Copy 2, or equivalent DVA form, (2) documentation from the DVA or DOD of current disability compensation or disability retirement pay, and (3) a marriage certificate.*
- *An eligible surviving spouse of a veteran who was released from active military duty must attach copies of (1) the DD Form 214-Member Copy 4, NGB Form 22-Individual Copy 2, or equivalent DVA form, (2) a marriage certificate, and (3) the spouse's death certificate.*
- *An eligible surviving spouse of a veteran who was released from active military duty and has a child less than 18 years of age must attach copies of (1) the DD Form 214-Member Copy 4, NGB Form 22-Individual Copy 2, or equivalent DVA form, (2) a marriage certificate, (3) the spouse's death certificate, and (4) the child's birth or adoption certificates or proof of legal guardianship.*
- *An eligible surviving spouse of a veteran who was released from active military duty and has continuing parental care of a disabled child must attach copies of (1) the DD Form 214-Member Copy 4, NGB Form 22-Individual Copy 2, or equivalent DVA form, (2) a marriage certificate, (3) the spouse's death certificate, and (4) the child's birth or adoption certificate or proof of legal guardianship, and (5) documentation of the child's disability.*

ALTERNATE EDUCATION AND EXPERIENCE:

None

Veterans Preference Supplemental Questionnaire

* 1. Vets - Are you a current State of Michigan executive branch classified employee?

- Yes
- No

2. Please enter your Applicant or Employee ID, if known::

* 3. Vets - Did you attach documents that are required to be eligible (i.e. DD Form 214, NGB-22, marriage or death certificate, birth/adoption certificate or proof of legal guardianship, etc.)?

It is suggested that you do not include the following types of information in your uploaded documents: Social Security Number (SSN) or other personal or sensitive information you do not wish be made visible to recruiters.

- Yes
- No

DD214'S HAVE SSN'S ON THEM.

* Required Question

3-7.3 Effect of Revocation of Appointment

When the state personnel director or a technical review officer revokes an appointment, the employment status of the employee whose appointment is revoked is determined as follows:

- (a) **Employee with continuing status.** If the employee had continuing status at the time of the appointment, the employee is to be retained in a position within the agency that appointed the employee at a classification and level in which the employee had continuing status at the time of the appointment. If no such position is available within the agency at the time of the revocation, the employee may exercise employment preference.
- (b) **Employee without continuing status.** If the employee had no continuing status in the classified service at the time of the appointment, the appointing authority shall separate the employee from state employment, unless the employee has otherwise been properly appointed to another position.

[Rule 3-7 last amended effective August 26, 2007]

3-8 Veterans' Preference

3-8.1 Veterans' Preference Authorized

An applicant who is qualified for initial appointment in the classified service is eligible for a preference in consideration during the selection process. A qualified applicant who is granted a preference is not guaranteed appointment in the classified service.

3-8.2 Qualifications

- (a) **Veteran.** A *veteran* is a person who (1) has 90 or more calendar days of active duty service in the armed forces of the United States, (2) was honorably discharged from active duty, and (3) has not retired from any uniformed service. **THOSE WHO SERVE THE LONGEST GET NO PREFERENCE!**
- (b) **Disabled veteran.** A *disabled veteran* is a veteran who has been determined to be eligible for disability compensation by the U.S. Department of Veterans Affairs or a branch of the armed forces of the United States as the result of a service-connected disability.
- (c) **Spouse.** A *spouse* is a spouse of a veteran.
- (d) **Surviving spouse.** A *surviving spouse* is a surviving spouse of a veteran.

3-8.3 Types and Order of Veterans' Preference

During a selection process, a qualified eligible applicant who requests a preference in consideration when applying is given one of the following preferences:

- (a) **Civil service preference points.** ^{IF?} If the selection process is based in whole or in part on a numerical score on a written civil service examination, civil service staff shall add the following preference points to an applicant's final passing score:
 - (1) **5 points.** Add 5 points to the final passing score of a veteran or surviving spouse.
 - (2) **10 points.** Add 10 points to the final passing score of the following applicants:
 - (A) A disabled veteran.

- (B) A spouse of a disabled veteran with greater than 50 percent service-connected disability.
 - (C) A surviving spouse who has a child under 18 years of age.
 - (D) A surviving spouse with continuing parental care of a disabled child.
- (b) **Agency preference points.** If a qualified eligible applicant is not given preference points under subsection (a) and the appointing authority uses a preliminary applicant screening process based in whole or in part on a numerical score, the appointing authority shall add the following preference points to the applicant's screening score: **SHALL ?**
- (1) **5 percent.** Add preference points equal to 5 percent of the highest attained screening score to the screening score of a veteran or a surviving spouse.
 - (2) **10 percent.** Add preference points equal to 10 percent of the highest attained screening score to the screening score of the following applicants:
 - (A) A disabled veteran.
 - (B) A spouse of a disabled veteran with greater than 50 percent service-connected disability.
 - (C) A surviving spouse who has a child under 18 years of age.
 - (D) A surviving spouse with continuing parental care of a disabled child.
- (c) **Preferential consideration by appointing authority.** If a qualified eligible applicant is not given preference points under either subsection (a) or (b), the appointing authority shall give preferential consideration to the qualified eligible applicant as follows: **SHALL ?**
- (1) If the appointing authority uses a mechanical or random screening process to reduce the number of applicants placed in the candidate pool, the qualified eligible applicant must be retained and placed in the candidate pool.
 - (2) **A qualified eligible candidate retained in the candidate pool must be evaluated by the appointing authority using the same merit appraisal methods used for other candidates in the candidate pool.**

3-8.4 Technical Complaint

An eligible applicant who timely requested and was not granted preferential consideration as required by this rule and the regulations may file a technical appointment complaint, as authorized in Rule 3-7.2(b) [Technical Appointment Complaint by Applicant].

[Rule 3-8 last amended effective March 19, 2008]

[End of Chapter 3]

ANNUAL WORKFORCE REPORT

Second Quarter

FISCAL YEAR 2015 - 16

State of Michigan
Civil Service Commission



Civil Service Commissioners:

**Thomas M. Wardrop, Chair
James Barrett
Janet McClelland
Robert W. Swanson**

Janine Winters, State Personnel Director

STATISTICAL HIGHLIGHTS
Second Quarter FY 2015-16

PROFILE OF CLASSIFIED EMPLOYEES

Average Age	45.4
Average Annual Salary ¹	\$59,153
Average Years of Service.....	12.8

WORK FORCE CHARACTERISTICS

Females	53.0%
Males.....	47.0%
Eligible for Longevity	67.1%
Less than Six Years of Service	32.4%
Six to Ten Years of Service	15.6%
Over Ten Years of Service	51.9%
Exclusively Represented for Collective Bargaining	69.7%

FEDERALLY DEFINED RACE/ETHNIC GROUP DISTRIBUTION

American Indian or Alaskan Native	1.1%
Asian or Pacific Islander	1.6%
Black	17.9%
Hispanic	2.9%
White	76.4%
Not Disclosed.....	0.1%

¹ Average annual salary is calculated based on each employee's hourly rate of pay multiplied by 2,088 hours, regardless of their work schedule.

SECTION FOUR

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Section IV provides information required by the federal Equal Employment Opportunity Commission, the Office of Federal Contract Compliance, and the state's Equal Employment Opportunity Plan. The state maintains and reports data on the race/ethnic groups, gender, and disability status of its workforce.

BREAKDOWNS

Race/Ethnic Group. State employees are identified by their race/ethnic status in the following federally-defined groups:

1. White
2. Black
3. American Indian
4. Hispanic
5. Asian
6. Other

Disabled. Employees have been permitted to identify themselves as "handicapped" or "disabled." [There is no uniform or objective definition of "handicapped" or "disabled" and employees have been permitted to self-identify as "handicapped" or "disabled." Identification as "handicapped" or "disabled" does not imply that the employee meets the definition of "disabled" in Civil Service Rule 1-9 or the state and federal discrimination statutes.]

Gender. Each race/ethnic group is further broken down by gender: male or female.

Job Categories. The workforce data is broken down into eight broad job categories reported in the state's annual workforce analysis (the "EEO-4 Report"). The job categories are the following:

1. Official/Administrator
2. Professional
3. Technician
4. Protective Services
5. Para-Professional
6. Administrative Support
7. Skilled Craft
8. Service/Maintenance

STATE OF MICHIGAN
ACTIVE CLASSIFIED EMPLOYEE DISTRIBUTION BY BARGAINING UNIT AND YEARS OF SERVICE
RACE/ETHNIC GROUP, GENDER AND DISABILITY ANALYSIS
PAY END DATE: March 26, 2016

BARGAINING UNIT STATEWIDE TOTAL	WHITE		BLACK		AMERICAN INDIAN OR ALASKAN NATIVE		HISPANIC		ASIAN or PACIFIC ISLANDER		NOT DISCLOSED		TOTAL		DISABLED	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
00 - 05 YEARS	5,787	6,146	783	1,895	89	65	187	256	123	157	1	3	6,918	8,522	5	7
06 - 10 YEARS	2,300	3,208	377	1,172	38	26	71	130	54	75	0	0	2,840	4,610	6	9
11 - 15 YEARS	2,296	2,504	285	832	33	16	63	98	65	51	0	0	2,742	3,501	6	13
16 - 20 YEARS	3,681	2,345	334	911	59	34	107	112	41	51	0	0	4,222	3,458	16	11
21 - 25 YEARS	2,122	1,246	205	390	47	21	60	62	26	27	0	0	2,459	1,748	31	48
26 - 30 YEARS	1,858	1,260	263	521	48	19	75	96	32	27	0	0	2,241	1,923	69	87
31 - 35 YEARS	325	385	74	178	4	8	12	18	9	9	0	0	424	599	25	25
36 - 40 YEARS	322	569	67	191	5	4	16	20	4	2	0	0	414	726	25	40
MORE THAN 40 YEARS	97	121	15	39	0	8	3	5	4	1	0	0	119	166	14	10
STATEWIDE TOTAL	18,708	17,725	2,403	6,126	318	492	594	797	355	400	1	3	22,879	25,246	197	251
MORE THAN 10 YEARS	10,871	8,871	1,243	3,062	191	102	336	411	189	168	0	0	12,621	12,114	186	235
AVERAGE YEARS	13.4	12.9	13.3	12.9	14.3	19.4	13.9	13.2	12.1	10.6	0	2.0	13.4	12.3	27.6	26.8
BARGAINING UNIT AVERAGE YEARS	12.8															

Comment: This report reflects classified employees who are full-time, part-time, permanent-intermittent, limited-term, seasonal, noncareer, or on workers' compensation in primary positions only. Years of service includes continuous service classified hours. It does not include college, county, military, or other service hours. The continuous service unclassified hours field is not included, but if unclassified service hours are added to the employee's classified continuous service hours, they are not subtracted.

Source: Michigan Civil Service Commission HWF20

STATE OF MICHIGAN NEW HIRES, RETURNS, AND SEPARATIONS BY DEPARTMENT

From December 20, 2015 Through March 26, 2016

DEPARTMENT	NUMBER OF HIRES AND RETURNS				NUMBER OF SEPARATIONS AND LAYOFFS				NET TOTAL SEPARATIONS	
	CAREER HIRES	NON CAREER HIRES	RECALLS	RETURNS FROM WAIVED RIGHTS	SEASONAL LAYOFFS	RIF LAYOFFS	MED LAYOFFS	UNDEFINED LAYOFFS		
AGRICULTURE & RURAL DEVELOPMENT	10	5	0	0	15	10	0	0	10	5
ATTORNEY GENERAL	8	0	0	0	8	11	0	0	11	-3
AUDITOR GENERAL	3	2	0	0	5	2	0	0	2	3
CIVIL RIGHTS	0	0	0	0	0	3	0	0	3	-3
CIVIL SERVICE COMMISSION	4	1	0	0	5	8	0	0	8	-3
CORRECTIONS	244	10	4	2	260	309	0	7	316	-56
EDUCATION	9	2	1	0	12	12	1	0	13	-1
ENVIRONMENTAL QUALITY	16	2	0	0	18	25	0	0	25	-7
EXECUTIVE OFFICE	2	0	0	0	2	2	0	0	2	0
INSURANCE AND FINANCIAL SERV	3	1	0	0	4	8	0	0	8	-1
LICENSING AND REGULATORY AFF	34	14	0	0	48	43	0	3	46	2
MDHHS - COMMUNITY HEALTH	61	4	0	0	65	93	0	5	98	-33
MDHHS - HUMAN SERVICES	206	2	25	0	233	204	16	12	232	1
MILITARY & VETERAN AFFAIRS	22	2	20	0	44	30	0	1	31	13
NATURAL RESOURCES	40	40	164	0	244	77	15	0	92	152
STATE	3	54	0	0	57	55	0	0	55	2
STATE POLICE	22	1	0	0	23	38	0	0	38	-15
TALENT & ECONOMIC DEVELOPMENT	1	0	0	0	1	32	0	2	34	-33
TECHNOLOGY, MANAGEMENT & BUDGET	52	18	0	0	70	49	0	1	50	20
TRANSPORTATION	19	31	8	0	58	85	5	0	90	-32
TREASURY	35	8	0	0	43	37	0	0	37	6
STATEWIDE TOTALS:	794	197	222	2	1,215	1,133	37	4	1,201	14

Comment: This report reflects active full time, part-time, permanent-intermittent, limited-term, seasonal, noncareer, or on workers' compensation classified employees for hires, rehires and returns. It reflects waived rights, departure, and retirement for separations.

Source: Michigan Civil Service Commission HWF35



MICHIGAN DEPARTMENT OF
CORRECTIONS

Committed to Protect,
Dedicated to Success



CORRECTIONS / MDOC CAREERS

Minimum Qualifications

1. Applicants must be a minimum of 18 years of age and have earned a High School Diploma or General Educational Development (G.E.D.) Certificate.

2. Applicants must have an educational background that includes at least 15 semester (or 23 term) college credit hours in Corrections, Criminal Justice, Psychology, Sociology, Educational Psychology, Family Relations, Guidance and Counseling, Pastoral Counseling, Social Work or Law Enforcement; OR,

30 semester (or 45 term) college credits in any academic or degree prerequisite area; OR,

Any bachelor's degree; OR,

Two years of satisfactory Corrections Officer employment at the state or federal level will fulfill the educational requirement.

MILITARY VETERANS: Training/Education documented on your joint services transcript may satisfy these educational requirements.

WHY ONLY MDOC?

3. An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, has a personal protection order against them, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges.

In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

Any questions regarding the minimum qualifications should be directed to the Michigan Department of Corrections, Recruitment Section, P.O. Box 30003, Lansing, MI 48909, Phone 517-335-6711 or toll free 888-820-7129.

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PHONE: 734.946.5727
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December 16, 2015

TO: Michigan Civil Service Commission Members:

We are here today to address a significant concern regarding Veteran's Preference and the State of Michigan's current hiring practice.

Another November is over and the usual yearly accolades and patriotic back patting of Michigan veterans has subsided but the actual work on behalf of veterans remains. However, one of the largest employers in the state continues to make it very difficult for veterans to be hired even though the employer trots out veterans and talks about the need to eliminate barriers to employment while they themselves put a plethora of obstacles in every Michigan veteran's path to employment. That employer is the State of Michigan.

Civil Service Rule 3-8 implements a Veteran's Preference program that is designed to provide qualified veterans with increased access to state jobs through three (3) hiring process options. The problem is the inconsistency with enactment of the Rule. Veterans can self-identify on the job application then they must go elsewhere in the process to complete a document registering for veterans' preference and submit the required forms to the State by mail. At that point each State Department can decide if they are going to utilize veterans' preference in each individual hiring process. There is no requirement that they apply veterans' preference which is why few if any veterans' are hired into state service.

We respectfully request all data compiled by Civil Service for each of the last six (6) years, that indicates how many veterans have been hired by the State of Michigan and how many of them were hired using Rule 3-8, be provided to us and the Commissioners so we all can review the States' performance in this area.

The State does not need to make changes to the Veterans' Preference program it just needs to actually implement the program and make it easier for Michigan veterans to utilize. The hiring process is already automated so when a veteran indicates their veteran status on the application the registration for veterans preference form should pop up prepopulated from the information already entered by the applicant, the veteran should then just attach as part of the job application the appropriate military form(s). This requires less steps and ensures the information is available throughout the hiring process. Likewise, through an already automated system ALL State Departments and their subsequent hiring entities should automatically include one of the 3 preference options for inclusion in the process. This eliminates the ability of the hiring group to opt out of enacting Rule 3-8 ensuring uniformity across State Government.

Additionally, state workers who are required to be veterans as part of federal program funding (WDA) should not have to use their one preference opportunity on a position already mandated by the federal government that it must be filled by veterans to begin with.

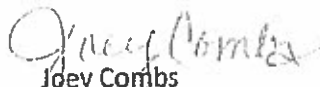
If the State of Michigan truly wants to help Michigan veterans get good paying jobs in Michigan it must stop abdicating its' responsibility and require uniformity amongst ALL Departments at the beginning of the hiring process and fully implement Civil Service Rule 3-8. Pretending the State is doing all it can to help veterans by having Rule 3-8 and then making use of the Rule optional belittles those very veterans we point to with pride every November.

We respectfully request the Civil Service Commission, on behalf of Michigan veterans require ALL State of Michigan hiring processes fully utilize Civil Service Rule 3-8.

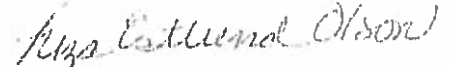
Sincerely,



George Heath
SEIU Local 517M President



Joey Combs
HSS Unit President



Liza Estlund Olson
SEIU 517M Director