Help shape Wisconsin's transportation future by joining our Engineering team! WisDOT is guided by a vision of dedicated people creating transportation solutions through innovation and exceptional service.

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

**LOCATION:** This recruitment will be used to fill vacancies as they occur in the Southwest Region - Madison, Southeast Region – Waukesha, Northeast Region - Green Bay, North Central Region - Wisconsin Rapids, Southwest Region -LaCrosse, Northwest Region - Eau Claire, North Central Region - Rhinelander, Northwest Region - Superior, and Statewide Bureaus – Madison.

**SALARY:** $42,267 - $49,798 annually, depending on qualifications, plus excellent benefits! A six-month probationary period is required. This position is schedule 14, range 46. Relocation reimbursement may be available.

**JOB DUTIES:** Professional engineering 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 must 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. December 2006 and May 2007 graduates are encouraged to apply!

*NOTE:* You must mail in the required evidence (original 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 nine months, please submit evidence (transcripts or other legitimate documentation) of your enrollment and upcoming graduation.

**DEADLINE TO APPLY:** The application and documentation materials must be received in our office by Friday, October 6, 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.

**CONTACT INFORMATION:** Questions may be directed to Jane Hineline at (608) 266-7321 or at jane.hineline@dot.state.wi.us.
August 1, 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 06-02432, 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 -
Applicants meeting at least one of the special requirements listed in the attached CE Trans announcement will be contacted for an interview. The employment register from this recruitment will be used to fill vacancies at various WisDOT locations throughout the state. Application materials will be accepted until Friday, October 6, 2006 at 4:30 p.m. If you have any questions, please contact me at (608) 266-7321 or at jane.hineline@dot.state.wi.us.

Sincerely,

Jane Hineline
Human Resources Specialist

Attachments
WisDOT Civil Engineer Transportation Fall 2006 Eligibility Form

Employment Areas

Check all areas that you would like to be considered (you will only be considered for areas selected). In addition, please rank all those areas you selected in order of preference, i.e. 1st choice, 2nd choice, etc. in the blank after the area:

- Madison, Central Office
- Madison, Southwest Region
- La Crosse, Southwest Region
- Green Bay, Northeast Region
- Waukesha, Southeast Region
- Wisconsin Rapids, North Central Region
- Rhinelander, North Central Region
- Eau Claire, Northwest Region
- Superior, Northwest Region

Qualifications

Directions: Check ALL the appropriate boxes below for the qualification(s) you possess:

- I have graduated or will graduate in December of 2006 or spring of 2007 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).

*NOTE: You must submit the required evidence that shows you meet at least one of the qualifications you identified above. 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 nine months, please submit evidence (transcripts or other legitimate documentation) of your enrollment and upcoming graduation.

IN THE SPACES BELOW, PLEASE PROVIDE CONTACT INFORMATION WHERE YOU CAN BE REACHED TO SCHEDULE AN INTERVIEW:

Phone: (_____)_____________________ E-mail: _____________@_____________________

Name (Print): ________________________________________________________________
Please read the following statements, sign below and return this form with your application materials.

**WISCONSIN ADMINISTRATIVE CODE**

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

1. who has made a false statement of any material fact in any part of the selection process.
2. who practices, or attempts to practice, any deception or fraud in his or her application, certification, examination or in securing eligibility or appointment.
3. 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-MRS 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 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 must 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. SOCIAL SECURITY NUMBER
   This information is required in order to process your application. Your social security number will help to ensure the accuracy of your application. Current state employees: 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.
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.

<table>
<thead>
<tr>
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<th>City</th>
<th>Code</th>
<th>City</th>
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<th>City</th>
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<td>MW</td>
<td>Milwaukee</td>
<td>SU</td>
<td>Superior</td>
<td>OT</td>
<td>Military (see below)</td>
</tr>
</tbody>
</table>

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

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.
    **Asian or Pacific Islander**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
    **American Indian or Alaska Native**: Persons descending from any of the original peoples of North America who possess ¼ 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.
    **Hispanic**: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
    **White** -- Not of Hispanic origin: 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.
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.**

<table>
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<tr>
<th>Code</th>
<th>County</th>
<th>Code</th>
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<td>Lincoln</td>
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<td>Buffalo</td>
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<td>Grant</td>
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<td>Calumet</td>
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<td>Green</td>
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<td>Marinette</td>
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<td>Green Lake</td>
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<td>Marquette</td>
<td>54</td>
<td>Rock</td>
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<td>Iowa</td>
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<td>Milwaukee</td>
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<td>Monroe</td>
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<td>Jefferson</td>
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<td>Dodge</td>
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<td>Juneau</td>
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<td>Outagamie</td>
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<td>Sheboygan</td>
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</table>

Cities with population of more than 100,000:
- 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

Instructions for Form OSER-DMRS-38 (rev. 09/05)
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) **Wisconsin Colleges/Universities:** 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>College/University</th>
<th>Code</th>
<th>College/University</th>
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<tr>
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<td>Carroll College</td>
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<td>North Central Technical</td>
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<td>UW-Parkside</td>
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<td>Northeast Wisconsin Technical</td>
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<td>Northland College</td>
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<tr>
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16(L) **Newspapers:** 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.

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<tr>
<th>Code</th>
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<td>Ashland Daily Press</td>
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<td>Beaver Dam Daily Citizen</td>
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<td>Chicago Sun-Times</td>
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<td>Now Hiring</td>
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<td>Wall Street Journal</td>
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<td>Sheboygan Press</td>
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</tr>
</tbody>
</table>

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.

Instructions for Form OSER-DMRS-38 (rev. 09/05)
APPLICATION FOR STATE EMPLOYMENT

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: 

   Job Code #1: _____ - ______________  
   Job Code #2: _____ - ______________  
   Job Code #3: _____ - ______________  

3. Score Reuse: ☐

4. *Social Security Number: __________________________

5. *Mother’s Maiden Name: __________________________

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 authorized to work in the United States.  ☐ Yes  ☐ No

8. I am a Wisconsin resident.  ☐ Yes  ☐ No

9. Exam City Code: _______  (Complete this if you are taking an exam at an exam center; see page 2 of the instructions for the codes.)

Gender and race information are used for equal employment opportunity/affirmative action purposes only.

10. Gender:  ☐ Female  ☐ Male

11. Race/Ethnicity:  
   (Check only one)

   ☐ 1 Black (Not Hispanic)  ☐ 2 Asian or Pacific Islander  
   ☐ 3 American Indian/Alaska Native  ☐ 4 Hispanic  
   ☐ 5 White (Not Hispanic)

12. Birth Date: __ __ / __ __ / __ __ __ __

   Birth date information is used for administrative purposes only. Use numbers, e.g., 02/09/1971 (MM/DD/YYYY)

13. Educational Level:  Check highest level completed.

   ☐ 01 Did not complete high school/GED  ☐ 02 Completed GED/HSED  ☐ 03 Graduated from high school  
   ☐ 04 Some college, no degree  ☐ 05 One-year vocational diploma  ☐ 06 Two-year associate degree  
   ☐ 07 Bachelor’s degree  ☐ 08 Some graduate degree courses  
   ☐ 09 Graduate college degree

14. *What are your work preferences for the position for which you are applying?  Check all that you will accept.

   ☐ FT  Full-time (40 hours/week)  ☐ PT  Part-time (less than 40 hrs/wk)  
   ☐ EH  Evening 2nd shift (3 to 11 pm or similar)  ☐ NT  Evening 3rd shift (11 pm to 7 am or similar hours)  
   ☐ SE  Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.)

15. *Where would you like to work?  Enter counties where you will accept employment.

   Note:  We will consider you only for jobs in the locations where you tell us you will work.  You must identify at least one county for us to process your application.  Enter 2-digit County Code(s) below using the list provided on page 3 of the instructions.

   County Code(s): __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __ | __ __
16. **How did you hear about this job?**  *Check all that apply.*

- [ ] A Internet: Select below.
  - [ ] B http://WiscJobs.state.wi.us
  - [ ] C www.wisconsin.gov
  - [ ] D DWD/JOBNET
  - [ ] E other career sites
  - [ ] F state agency web site
- [ ] G Office of State Employment Relations
- [ ] H Job Service/Job Center
- [ ] I Another State Agency
- [ ] J Community Organization
- [ ] K Wisconsin College/University: Enter College/University code here:_______ See list of codes on page 4 of the instructions.
- [ ] L Newspaper: Enter Newspaper code here:_______ See list of codes on page 4 of the instructions.
- [ ] M Current State Employee
- [ ] N Radio Ad
- [ ] O Television Ad
- [ ] P Job Fair
- [ ] Q State Workshop
- [ ] R Library
- [ ] S W-2/SEO Services
- [ ] T Direct Mail
- [ ] U Current Opportunities Bulletin
- [ ] V Other

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?

- [ ] Yes
- [ ] No

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**Active Duty Military:** We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.

- Exam Administrator: Last Name:________________________ First Name:_____________________ M.I.:____
- Title:______________________________________ Agency:_________________________________________
- Complete Mailing Address:______________________________________________________________________
- City:___________________________ State:_____ Zip:________________ Phone:___________________

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**Certification Statement**

I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

- [ ] I agree.
- [ ] I disagree.

*Signature:________________________________________ Date:____/____/______

(e.g. 09/07/2005)