

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 157

Legal Support Staff - Confidential

Number of Positions: 1

Division: Bureau of Legal Services

Hourly Rate: \$15.00

Location: Madison

Area of Study: Law

Job Description:

Draft a variety of standardized legal documents, such as pleadings, briefs, affidavits, stipulations, motions, releases, interrogatories, summonses, and complaints on non-controversial cases. Collect and compile data necessary to assist in the preparation of answers to interrogatories, complaints, discovery requests, and other legal documents. Conduct preliminary research on questions of law for legal staff.

Knowledge and Skills:

Candidate will have demonstrated ability to conduct legal research, analysis, and to convey the same both orally and in writing. Completion of at least 20 credit hours at a law school is required. Completion of at least 45 law school credit hours at the time of interview is strongly preferred.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 158

Water Supply Specialist

Number of Positions: 2

Division: Division of Environmental Management/Drinking Water & Groundwater Program

Hourly Rate: **\$14.00**

Location: Fitchburg

Area of Study: Environmental Studies, Water Resource Management and Chemistry

Job Description:

This position is responsible for conducting annual inspections of small public drinking water systems. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. Interns in this position will gain valuable experience while doing meaningful work in a positive work environment. Conduct annual site visits at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system elements, specifically, the water source (well) and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required. Prepare for field work. Plan ahead for the annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings into the DWS database. Track completion of corrective actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned. Small public water systems serve water to at least 25 people at least 60 days per year but do not regularly service at least 25 of the same persons over 6 months per year. Examples of such systems include those serving taverns, motels, restaurants, churches, campgrounds, parks, and small businesses. These systems rely on their own wells for water supply rather than on a municipal water utility. The annual site visit serves to determine compliance with regulations established to ensure safe drinking water to protect public health. Site visits and assessments include evaluation of the water well condition, pumps, controls, storage, treatment, distribution system, cross connections, sampling considerations, and water quality data. In addition any recent changes that may affect water quality are analyzed. The successful candidates will receive comprehensive training on water system inspection when they are hired and ongoing support to ensure success.

Knowledge and Skills:

Education and work experience in public health or natural science/environmental based field. Upon appointment should have classes or work experience in some of the following: public health sanitation, hydrogeology, environmental sampling, chemistry, groundwater chemistry, geology, microbiology. Ability to accurately enter data into databases and electronic spreadsheets (e.g., Microsoft Excel), and experience with data analysis, word processing, and field sampling. Strong communication skills. Training and support will be provided to ensure your success in this role. Desired qualifications: Responsible and dependable, positive attitude, ability to work effectively as part of a small team, ability to operate car (valid driver's license), navigate in rural and urban locations, and travel in-state with an occasional overnight stay.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 159

Water Supply Specialist

Number of Positions: 2

Division: Division of Environmental Management/Drinking Water & Groundwater Program

Hourly Rate: **\$14.00**

Location: Green Bay/Wautoma

Area of Study: Environmental Studies, Water Resource Management and Chemistry

Job Description:

This position is responsible for conducting annual inspections of small public drinking water systems. This position works as part of a team of experienced environmental professionals dedicated to ensuring safe drinking water for protection of public health in Wisconsin. Interns in this position will gain valuable experience while doing meaningful work in a positive work environment. Conduct annual site visits at small public drinking water systems, as assigned, in accordance with s. NR 809.31 (1) (d), Wis. Adm. Code. Visually inspect each of the water system elements, specifically, the water source (well) and appurtenances, treatment, storage, sample taps, and distribution system. Compare observations to rule requirements. Identify any sanitary defects, recommend corrective actions and appropriate deadlines. Explain findings to system owner/operator. Document findings on the annual site visit form. Distribute copies to the system owner/operator and DNR. Provide system owner/operator with a corrective action verification form, whenever a corrective action is required. Prepare for field work. Plan ahead for the annual site visits by mapping daily and weekly routes. As needed, contact system owners/operators to make appointments, determine operating hours, or obtain additional information. Maintain an accurate inventory and update the Drinking Water System (DWS) database. Log all site visits and findings into the DWS database. Track completion of corrective actions. Work with the assigned DNR Representative to ensure any late or incomplete corrective actions are addressed. This may include providing reminders to system owners/operators, or recommending enforcement action. Other associated duties as assigned. Small public water systems serve water to at least 25 people at least 60 days per year but do not regularly service at least 25 of the same persons over 6 months per year. Examples of such systems include those serving taverns, motels, restaurants, churches, campgrounds, parks, and small businesses. These systems rely on their own wells for water supply rather than on a municipal water utility. The annual site visit serves to determine compliance with regulations established to ensure safe drinking water to protect public health. Site visits and assessments include evaluation of the water well condition, pumps, controls, storage, treatment, distribution system, cross connections, sampling considerations, and water quality data. In addition any recent changes that may affect water quality are analyzed. The successful candidates will receive comprehensive training on water system inspection when they are hired and ongoing support to ensure success.

Knowledge and Skills:

Education and work experience in public health or natural science/environmental based field. Upon appointment should have classes or work experience in some of the following: public health sanitation, hydrogeology, environmental sampling, chemistry, groundwater chemistry, geology, microbiology. Ability to accurately enter data into databases and electronic spreadsheets (e.g., Microsoft Excel), and experience with data analysis, word processing, and field sampling. Strong communication skills. Training and support will be provided to ensure your success in this role. Desired qualifications: Responsible and dependable, positive attitude, ability to work effectively as part of a small team, ability to operate car (valid driver's license), navigate in rural and urban locations, and travel in-state with an occasional overnight stay.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 160

Waste Management Specialist

Division: Environmental Management Div, Water Quality Bureau,
Wastewater Section

Location: Madison

Number of Positions: 1

Hourly Rate: \$14.00

Area of Study: Mathematics, Database Management and Water
Resources Management

Job Description:

This position will be involved in helping to preserve and protect the natural resources of Wisconsin through support of several initiatives within the Wastewater Program. This work will include analyses of program and effluent data and preparation of infographics to support the Wastewater Permit Study Group, Septage Study Group, the ECOS Measures project, and other internal initiatives. The position will also assist staff in the development of the new Wastewater Intranet and completion of the New Employee Training Plans. Additionally, this position will support the introduction of e-reporting of wastewater monitoring results for general permittees. This position will have the opportunity to contribute innovative and creative ideas to other program initiatives and policies as assigned.

Knowledge and Skills:

Required knowledges and skills include proficiency with Microsoft Excel, completion of college-level calculus and/or statistics, and strong writing and oral communication skills. Preferred knowledges and skills include computer programming, familiarity with wastewater treatment, infographic design experience, and experience with Oracle databases and/or R (stats program).

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 161

Water Resources Management Specialist

Number of Positions: 2

Division: Environmental Management/Bureau of Water Quality/Monitoring Section

Hourly Rate: **\$12.00**

Location: Madison

Area of Study: Water Resource Management, Database Management and GIS

Job Description:

The position is integrated into the Wisconsin Department of Natural Resources' Bureau of Water Quality and will assist the water quality database team with SWIMS, which is the Surface Water Integrated Monitoring System that holds state water monitoring data, as well as associated GIS based applications, such as the Surface Water Data Viewer. This person would perform data entry, queries and analysis, assist with data quality assurance and quality control checks, assist with GIS applications, and locate, scan, and upload historical records from laboratory and research partners. Assistance with data collection and some field work may be arranged if desired by the applicant.

Knowledge and Skills:

Ability to think through and analyze a process to determine steps necessary to achieve an outcome. The position requires experience with spatial mapping software, database management, high attention to detail and excellent communication and writing skills. It would be helpful for the intern to be versed in limnology and/or aquatic ecology terminology and have an interest in water quality issues. Experience using GIS is a plus.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 162

Waste Management Specialist

Number of Positions: 1

Division: Environmental Management/Waste and Materials Management

Hourly Rate: \$17.25

Location: Milwaukee

MILWAUKEE AREA POSITION

Area of Study: Engineering, Chemistry and Environmental Studies

Job Description:

Assist in file maintenance and data management for the SER waste programs. 50%: Assist in reorganization, clean up and maintenance of the file management system for the Southeast Office Waste Management program. Assist in reorganizing our files currently in storage, create new file folders, enter data into our data tracking system. 20%: Assist in data management for filing systems, including organization of data used for ground water monitoring programs. 30%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Currently enrolled in civil/environmental engineering, or chemistry accredited degree program. Interests in natural resources/management, regulatory programs and procedures. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 163

Waste Management Specialist

Number of Positions: 1

Division: Environmental Management/Waste and Materials Management

Hourly Rate: **\$17.25**

Location: Eau Claire or Spooner

Area of Study: Environmental Studies, Engineering and Chemistry

Job Description:

Assist in file maintenance and data management for the WCR/NOR waste programs. 50%: Assist in reorganization, clean up and maintenance of the file management system for the West Central or Northern Regional Office Waste Management program. Assist in reorganizing our files currently in storage, create new file folders, enter data into our data tracking system. 20%: Assist in data management for filing systems, including organization of data used for ground water monitoring programs. 30%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Currently enrolled in civil/environmental engineering, environmental studies, or chemistry accredited degree program. Interests in natural resources/management, regulatory programs and procedures. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 164

Waste Management Specialist

Division: Environmental Management/Waste and Materials Management

Location: Green Bay

Job Description:

Assist in file maintenance and data management for the NER waste programs. 50%: Assist in reorganization, clean up and maintenance of the file management system for the Northeast Office Waste Management program. Assist in reorganizing our files currently in storage, create new file folders, enter data into our data tracking system. 20%: Assist in data management for filing systems, including organization of data used for ground water monitoring programs. 30%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Currently enrolled in civil/environmental engineering, or chemistry accredited degree program. Interests in natural resources/management, regulatory programs and procedures. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Number of Positions: 1

Hourly Rate: **\$17.25**

Area of Study: Engineering, Chemistry and Environmental Studies

Department of Natural Resources

Position Number: 165

Waste Management Specialist

Division: Environmental Mgt Division

Location: Fitchburg

Job Description:

Assist in file maintenance and field site assessments of closed waste site for the SCR waste program. 40%: Assist in reorganization, clean up and maintenance of the file management system for the South Central Office Waste Management program; reorganizing our files currently in storage, entering data into our data tracking system. 40%: Assist in conducting site assessments of non-engineered closed waste sites; conduct desktop site and file review, field site assessment and update facility data in files and database system; 20%: Gain familiarity with the waste program subprograms by working with staff members in the office, at meetings and in field work. Gain familiarity with other programs within DNR by joining on field work assignments as appropriate.

Knowledge and Skills:

Interest in natural resources/management, regulatory programs and procedures, program administration. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details.

Number of Positions: 1

Hourly Rate: **\$14.00**

Area of Study: Environmental Studies and Public Affairs

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 166

Environmental Program Associate

Number of Positions: 1

Division: Environmental Mgt/Waste and Materials Mgt

Hourly Rate: **\$14.00**

Location: Madison

Area of Study: Environmental Studies, Chemistry and Business Management

Job Description:

Assist with file maintenance, data management, and process documentation for the Hazardous Waste and Beneficial Use subprograms at the Central Office location. Assist in reorganization, cleanup and maintenance of historical program (chemist/regulatory) files, with some conversion to electronic files - in accordance with record retention policies. Gain familiarity with the waste subprograms by working with staff members in the office and at meetings, and work with staff to develop "work instructions" and procedural documents pertaining to data management; categorize, organize, and index existing guidance and training materials. Assist the Beneficial Use program with analytical data entry needs.

Knowledge and Skills:

Interest in natural resources/management, regulatory programs and procedures, program administration. Has good customer skills, independent thinker able to learn and work independently. Is familiar with MicroSoft Office suite, and with navigating internet and independent applications. Is well organized, pays attention to details. Valuable to have chemistry or environmental sciences background.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 167

Equal Opportunity Specialist

Number of Positions: 1

Division: Internal Services/Bureau of HR

Hourly Rate: **\$13.00**

Location: Madison

Area of Study: Human Resources and Communications

Job Description:

This position reports to the Deputy Director of Human Resources and works closely with the Affirmative Action Officer (AAO) on a variety of projects and tasks. This position will assist with Reasonable Accommodations, AA statistical reporting, policy updates, and AA recruitment/outreach activities. Maintain career fair and recruitment information in the enterprise Recruiting Plan (ERP) Sharepoint site and register DNR for events. Alert supervisor and AAO to events that have a focus on diversity or where a more diverse candidate pool is expected. Research and seek out new opportunities and partnerships to increase the diversity DNR. Represent the DNR at recruitment/employment event requested. Attend DNR Diversity Team meetings and assist as needed. Policy updates and communication. Draft policy updates in current format for review and approval. Incorporate law and process changes regarding employment, ADA, reasonable accommodation, and discrimination into the updated policies. Assist with updating Diversity and Inclusion intranet and internet pages by finding and notifying IT contact of broken links and identifying areas where information could be more clearly communicated. Review Reasonable Accommodations (RA) requests and discrimination complaints. Research and compile documents related to the case. Draft a decision for review and approval of AAO or others as necessary. Communicate RA approvals to employee, supervisor, and others as appropriate. Consult with staff, supervisors and medical professionals for additional information or clarification if information provided unclear. Enter information in Peoplesoft or other database/spreadsheet tracking documents accurately. Retrieve data and produce reports as requested. Organize and maintain data and supporting documents in paper and/or electronic files as required. Organize files in a way to more readily identify their status in terms of record retention requirements. Assist with the SAAIP program reporting and evaluation. Alert supervisors and SAAIP interns of the mid-term and final surveys to obtain their feedback regarding the value of the internship and ways to improve. Communicate noteworthy responses to AAO and Deputy HR Director and develop a report on the program.

Knowledge and Skills:

Proficient in use of Microsoft Office Word, Outlook, Excel, PowerPoint. Experience with OneNote a plus. Basic knowledge of employment law; employment, discrimination, harassment ADA, AA, etc. Organizational skills and knowledge of general office procedures. Excellent communication and customer service skills.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 168

IS Technical Services Professional - (CyberSecurity Assistant)

Number of Positions: 1

Hourly Rate: **\$13.00**

Division: Internal Services/Security

Location: Madison

Area of Study: Information Technology, Help Desk\Tech Support and Cyber Security

Job Description:

Assist with analysis of and response to possible malware detections, including communication with support staff. Security incidents are tracked with an enterprise ticketing system, Cherwell. Assist with developing and improving reporting of security metrics for presentation within the bureau, to upper management and to customers. Assist with writing/modify scripts that audit computer and network systems. Assist with documenting and updating existing documentation of security processes. Assist with managing any Cyber Awareness Training system that is being used.

Knowledge and Skills:

Microsoft products: Windows 7 or later operating system and Office 2010 or later products, including Word, Excel and Outlook. Must have experience with writing computer code. Ability to communicate with a non-technical audience. Attention to detail. Ability to focus on the problem at hand, while recognizing that there may be a larger problem that needs attention. Preferred: Knowledge of other tools such as PowerShell, Access and Visio would be an asset as would knowledge of other vendor's products and operating systems. IPv4 and IPv6 networking principles. Knowledge of information security issues.

Department of Natural Resources

Position Number: 169

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Hourly Rate: **\$13.00**

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Location: Green Bay

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site, Jordan Franklin and/or Debbie Rohrbeck.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 170

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Hourly Rate: **\$13.00**

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Location: Spooner

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Department of Natural Resources

Position Number: 171

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Hourly Rate: **\$13.00**

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Location: Rhinelander

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Positions for 2018 Summer Affirmative Action Internship Program (SAAIP)

Department of Natural Resources

Position Number: 172

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Hourly Rate: **\$13.00**

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Location: Wautoma

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

Knowledge and Skills:

Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.

Department of Natural Resources

Position Number: 173

IS Comprehensive Services Senior (Regional Information Management Specialist)

Number of Positions: 1

Hourly Rate: **\$13.00**

Division: INTERNAL SERVICES/TECHNICAL SERVICES (IS/TS)

Location: Fitchburg

Area of Study: Help Desk\Tech Support and Information Technology

Job Description:

Provide full technical support and administration of technology related items including but not limited to Telecommunications, Network, Personal Technology Devices (PCs, Smart Phones, tablets), peripherals and services. Properly document restoration of service from occurrence, detection, diagnosis, and repair in IT Service Management Software. Triage incidents and use remote control support and communication tools to quickly restore services. Daily work duties will be overseen by the technician on site.

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Knowledge of Microsoft Office, SCCM, Active Directory, Data Networking, and Personal Technology Image Development. Administration of Windows 7 desktop operating system. Understanding Wide Area, Local Area Network and Virtual Private Network software, concepts, and equipment. Great customer service skills. Travel to remote work sites is included in this position, so a driver's license is desired, but not required.