



HIRING TOOLKIT: **Veterans Preference** **Act and Candidate** **Screening**



HIRING TOOLKIT

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HIRING TOOLKIT

SERIES WEBINARS

INTERVIEWING

Feb. 28, 11 a.m.

REFERENCE CHECKS, BACKGROUND CHECKS AND PRE-EMPLOYMENT TESTING

March 13, 11 a.m.

RECORDED SESSION

View at

MCIT.org/resources

- Job Applications, Advertising and Job Descriptions

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HIRING TOOLKIT

TODAY'S TOPICS



- Who is defined as a veteran under Minnesota Veterans Preference Act and how the Act applies to hiring
- Tips for managing veterans preference for job candidate screening
- Differences in application of the Act for disabled veterans
- Notification requirements of Veterans Preference Act
- Other topics in candidate screening

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INITIAL
QUESTION
IN
CANDIDATE
SCREENING?

Does the Minnesota
Veterans Preference Act
apply to this position?



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MINNESOTA VETERANS PREFERENCE ACT

General Overview

WHAT IS THE
VETERANS
PREFERENCE
ACT?



- Minnesota Statutes Sections 197.447, 197.455, and 197.46
- Applies to:
 - Hiring or promoting a veteran
 - Discipline and discharge of a veteran

TO WHICH
ENTITIES
DOES IT
APPLY?

- Applies to all public employers regardless of size
 - Counties
 - Cities
 - Towns
 - School Districts
 - Other municipalities
 - Political subdivisions of the State of Minnesota, including joint powers entities



WHO IS A VETERAN?



- A citizen or resident alien of the United States
- Someone separated under honorable conditions from any branch of the U.S. armed forces
- If he or she has:
 - served on active duty for 181 consecutive days;
 - been disabled while serving on active duty;
 - completed the minimum active duty requirements under federal law; or
 - been service certified by the U.S. Secretary of Defense as active military service under Public Law 95-202

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BRANCHES OF THE U.S. ARMED FORCES



- Army
- Marine Corps
- Navy
- Air Force
- Space Force
- Coast Guard
- Associated National Guard and Reserves

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WHAT POSITIONS ARE INCLUDED?

Applies to ***all positions*** in government ***except:***

- Any person holding a strictly confidential relationship to the appointing officer
- Elected officials
- Head of a department
- Private secretary
- Superintendent of schools
- One chief deputy of any elected official or head of a department



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WHO IS 'HEAD OF A DEPARTMENT' ?

- Does alleged department head have charge of department's work?
- Does his/her work require technical, professional training?
- Is he/she highest authority at that level of government as to his/her official duties?
- Does he/she supervise all of department's work?
- Does success of department depend on his/her technique?
- Are employees in department under his/her direction?
- Are his/her duties more than merely different from other employees?
- Does he/she have power to hire and fire subordinates?

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HIRING UNDER THE VETERANS PREFERENCE ACT

HIRING TOOLKIT

HIRING UNDER THE VPA



- Purpose:
 - Provide veterans with an advantage in securing an interview
- Method:
 - Grants veterans additional points for consideration during the hiring process

TESTING/
REVIEWING
APPLICATIONS

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- Evaluation system:
 - 100-point scale
- Can be based on any combination of:
 - Education
 - Experience
 - Qualifications
 - Written test
 - Oral examination
 - Skills test



APPLYING
VETERANS
PREFERENCE
POINTS –
COMPETITIVE
OPEN
POSITIONS

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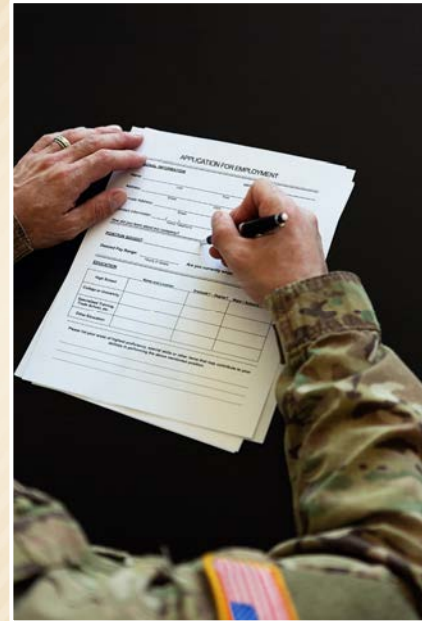


Points added to a
“passing score”:

- Veteran:
 - 10 additional points
- Disabled veteran:
 - 15 additional points
- May also be used by:
 - Surviving spouse of a deceased veteran
 - Spouse of a disabled veteran who is unable to qualify because of disability

EMPLOYMENT
APPLICATION
PROCESS

- Notify applicants of availability of preference points
 - Request for points may be done on a separate form



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EVALUATING
APPLICANTS



- Applicant must request the points
- Points are not applied until proof of veteran status is received
- Points cannot be used to increase a failing score to a passing score

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PROMOTIONAL
JOB
OPENINGS



- Disabled veteran:
 - 5 points added to competitive promotional examination rating
- Can be used:
 - 1 time and
 - Only for first promotional position
- Must have passing score without addition of preference points

APPLYING THE VPA

EXAMPLE :
HIRING
ACCOUNTING
TECHNICIAN

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- Questions to ask:
 - Does the Minnesota Veterans Preference Act apply to this position?
 - If so, how do we create 100-point scale for screening process?



CRITERIA
USED FOR
EVALUATION

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Best practices:

- Established before applications reviewed or applicants tested
- Objective
- Based upon actual job duties
- Awarded in a uniform manner

REVIEW POSITION DESCRIPTION

- What is minimum education, experience required for position?
 - Any preferred, desired qualifications?
- What are essential functions of the position?
- What are knowledge, skills, abilities required for the position?
- Which of these can be expressed as objective criteria on a 100-point scale?



EXAMPLE : ACCOUNTING TECHNICIAN POSITION DESCRIPTION

- Associates/technical degree in accounting or related field
- 3 years of experience in accounting with some payroll, budgetary and/or audit support
- Bachelor's degree is preferred
- Knowledge of government accounting methods, principles and practices
- Knowledge of county government work flows and processes

POSITION DESCRIPTION

POSITION: Accounting Technician
REPORTS TO: Finance Supervisor
STATUS: Full Time, Nonseasonal
BACKGROUND CHECK: Required (criminal)

BASIC FUNCTION/PURPOSE
 Under the supervision of the Finance supervisor, the accounting technician performs intermediate technical work, administering, maintaining, and preparing financial records and reports, and performing a variety of other financial clerical duties.

The position requires knowledge and skills in basic accounting operations. The incumbent is required to perform assigned duties in an unimpeded, accurate and timely manner. The incumbent must exercise initiative consistent with objectives and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
 The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Admin. accounting and recording county financial operations.
- Monitor and/or maintain budgets and prepare analysis of budget accounts, complete data and supervise preparation of billings and invoices, analyze cash flow data and disbursement activities.
- Complete reports, forms and documents, administer the month-end closing procedures.
- Prepare and process general ledger entries into county financial system.
- Monitor, review, and interpret state and federal laws, regulations and policies pertaining to program funding.
- Assist with a wide variety of financial and legal compliance operations.
- Interact with vendors to exchange detailed and/or technical information, including obtaining conflict resolution with vendors regarding billing and payment issues.

MINIMUM TRAINING AND EXPERIENCE TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Required:

- A two-year degree in accounting or other related field from an accredited college or university
- At least three years of accounting experience with payroll, budgetary and/or audit support

Preferred:

- Bachelor's degree in accounting or related field

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Knowledge of government accounting methods, principles and practices
- Knowledge of county government work flows and processes
- Knowledge of computer systems used to administer accounting and payroll systems
- Skill in the use of standard office equipment, including computer and software programs
- Skill in reading comprehension sufficient to read and interpret financial documents
- Ability to organize and manage personal workload
- Ability to work under pressure with multiple deadlines
- Ability to deal with change professionally with tact and courtesy
- Ability to work independently with minimal supervision and as part of a team
- Ability to respond and apply county policies, procedures and standards to specific situations

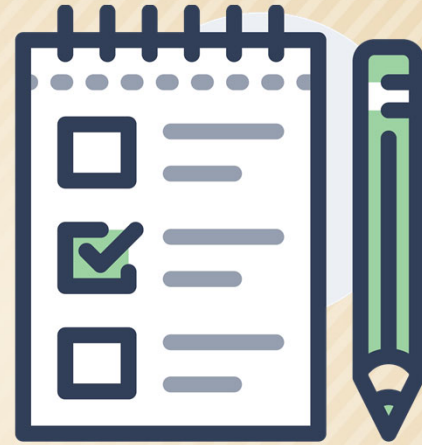
In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

- Knowledge of computer systems used to administer accounting and payroll systems

ESTABLISHING 100-POINT SCALE

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- Criteria:
 - Associates/technical degree and 3 years professional experience: 60 points
 - Bachelor's degree: additional 10 points
 - Additional professional experience: 10 points
 - Government accounting: 5 points
 - County government work flows: 5 points
 - Computer knowledge: 10 points



- Minimum passing score: 60 points

WHAT IS A PASSING SCORE?

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- Based upon meeting the minimum qualifications of the job
- **Best Practice:** Determine in advance of reviewing the applications or testing applicants



HIRING TOOLKIT

APPLICATIONS
REVIEWED

Applicant	Initial Score	Vets Preference	Final Score
Fred	80		
Wilma (V)	70		
Barney (V)	60		
Betty	60		
George (V)	50		
Jane	85		
Judy (DV)	90		
Elroy	10		

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HIRING TOOLKIT

PREFERENCE
POINTS
ASSIGNED

Applicant	Initial Score	Vets Preference	Final Score
Fred	80	0	
Wilma (V)	70	10	
Barney (V)	60	10	
Betty	60	0	
George (V)	50	0	
Jane	85	0	
Judy (DV)	90	15	
Elroy	10	0	

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PREFERENCE POINTS ASSIGNED

Applicant	Initial Score	Vets Preference	Final Score
Fred	80	0	80
Wilma (V)	70	10	80
Barney (V)	60	10	70
Betty	60	0	60
George (V)	50	0	50
Jane	85	0	85
Judy (DV)	90	15	105
Elroy	10	0	10

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ESTABLISHING 100-POINT SCALE: EXAMPLE 2

- Minimum criteria (passing score)
 - Associates/technical degree and
 - 3 years professional experience
- If minimum criteria met:
 - Bachelor's degree: 30 points
 - Additional professional experience: 20 points
 - Government accounting: 15 points
 - County government work flows: 15 points
 - Computer knowledge: 20 points



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RANKING
APPLICANTS

Create eligibility list:

- **Best Practice:**
 Determine prior to screening how eligibility list ranking will be used
 - Number of interviewees?
 - Interview at natural break?



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CREATE AN
ELIGIBILITY
LIST

Applicant	Points
Judy (DV)	105
Jane	85
Wilma (V)	80
Fred	80
Barney (V)	70
Betty	60
George (V)	Below Minimum
Elroy	Below Minimum

- County X decided to interview top 3 candidates
- In case of a tie, applicant receiving preference points is on list before nonveteran applicant

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CREATE AN ELIGIBILITY LIST

Applicant	Points
Judy (DV)	105
Jane	85
Wilma (V)	80
Fred	80
Barney (V)	60
Betty	50
George (V)	Below Minimum
Efroy	Below Minimum

County X decides to interview at the natural break

NOTIFICATION REQUIREMENTS

Must notify in writing all individuals claiming preference of reasons for rejection and file with local personnel officer



ENFORCEMENT
OF VPA AND
PENALTIES



- Willful disregard of VPA may be a misdemeanor
- A veteran may petition commissioner of Veterans Affairs
- Commissioner can grant relief under VPA as justified

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OTHER SCREENING
CONSIDERATIONS

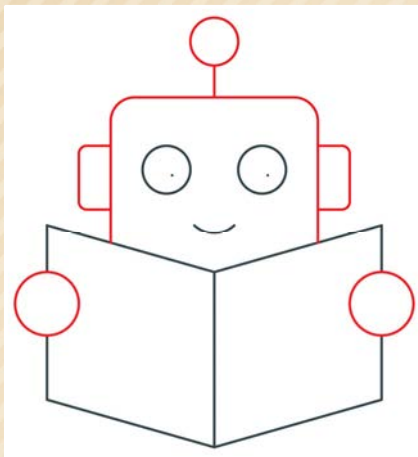
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POSITIONS
NOT
COVERED BY
VPA

- Not legally required to use 100-point screening
- **Best practices:**
 - Establish evaluation criteria in advance
 - Consider using a similar objective scoring system



EMERGING
ISSUE:
ARTIFICIAL
INTELLIGENCE



- Proceed with caution before using AI in applicant screening
- If using, take steps to avoid discriminating against applicants

QUESTIONS?