

# InterOffice Memo

Department of Workforce Development

Date: April 23, 2008

File Ref: Skil-Tech Job Orders

To: Job Order Staff

From: Bea Jay Panke, Chief  
Employment & Training Section  
Bureau of Job Service

Subject: **Skil-Tech, Tradesmen International, and US Tech Force Inc Job Orders - Updated Information**

**This replaces a memo issued April 4, 2008 titled "Skil-Tech Job Orders". Since The original memo was issued, we have found two additional companies that need to be treated the same way - Tradesmen International and US Tech Force Inc Inc. The new or changed information in this memo is displayed in red text.**

Many offices around the state have had job orders from a company called Skil-Tech. Their corporate office is located in Oshkosh, Wisconsin. In the past we recognized Skil-Tech as a Professional Employer Organization, or PEO. This was the accepted designation because we determined they "leased" employees to other companies.

After considerable discussion with individuals from Skil-Tech, we have determined that Skil-Tech is a "regular" employer who develops "subcontracts" with other companies and uses its own workers to provide "subcontracted" services. This type of company is not defined in job order policy A16. Private Employment Agencies. The policy is under review and this situation will be addressed as we revise the policy. In the meantime, if you get a job order from Skil-Tech, please process it like a "regular", non-staffing agency job order. The only exception to a "regular" job order is that Skil-Tech must give us the name of the company they will be subcontracting with to insure that there is a "real" job. They have agreed to give us that information, which we must keep confidential. This is very important. Continue to record the name of company in the Staff Comments text field at the bottom of the Job Order Management tab on the job order. In the event that Skil-Tech refuses to give you the name of the company they are subcontracting with, do not process the order and have the Skil-Tech contact person call David Tousey at 608-261-6536.

**Please handle Business Summaries and job orders from all Skil-Tech, Tradesmen International, and US Tech Force Inc as follows:**

- **Use NAICS code 999999 - Unclassified. The Business Summary records and all Pending, Staff Incomplete, and On JobNet job orders for all sites for these three companies have been changed to reflect the 999999 NAICS code. Please pay**

particular attention to reopened and copied job orders, to make sure they are coded correctly.

Even though these companies are private employment agencies, the nature of their business is not accurately reflected by an existing NAICS code. We could not leave the NAICS code as 561330 - Professional Employer Organizations, because that code requires certain coding to take place on job orders, and that coding does not fit these companies. (See the error message below.)

The screenshot shows the 'JobNet Business - Site Business Summary' interface. It features a navigation bar with tabs for 'Location', 'Business Summary', 'Hiring Summary', 'Benefits', 'Application Instructions', and 'Service Plan'. Below the tabs are two buttons: 'Save Business Summary' and 'Delete Business Summary'. A red error message is displayed, stating: 'Please correct the following: If a NAICS code of 561310, 561311, 561312, 561320, or 561330 is selected then yes must be selected for the question 'Staffing Agency?'.'

- Answer the "staffing agency" question on the Business Summary screen, and on all job orders, as "no". That will prevent the mandatory statement from appearing, and will keep the EA icon off JobNet. The Business Summary records and all Pending, Staff Incomplete, and On JobNet job orders for all sites for these three companies have been changed to reflect the 999999 NAICS code. Please pay particular attention to reopened and copied job orders, to make sure they are coded correctly.

The screenshot shows the 'JobNet Business - Site Business Summary' interface with radio button options. The options are: 'Federal Contractor?' (Yes/No), 'Staffing Agency?' (Yes/No), 'Community Development Zone?' (Yes/No), and 'Enterprise Development Zone?' (Yes/No). The 'No' option is selected for all four. Below the options is a metadata section showing 'Created: 3/28/2007 10:04:05 AM' and 'Last Updated: 4/23/2008 10:25:58 AM', along with user information 'By: DWD\ARNOLG' and 'By: DWD\WILLILI'. At the bottom are two buttons: 'Save Business Summary' and 'Delete Business Summary'.

Staffing Agency - If the answer to the following question is Yes, enter the name of the employer associated with the staffing agency recruitment in the Staff Comments field.

Is this job order a recruitment for an employer by a Staffing Agency?  Yes  No

**Private Employment Agencies (Temporary Jobs):**

This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.

**Private Employment Agencies (Direct Hires):**

This position is listed on behalf of the actual legal employer by a private employment agency (or company acting as a private employment agency). The actual legal employer is using a private employment agency to assist with recruitment efforts. No fee will be charged of the job applicant.

**Private Employment Agencies (Employee Leasing and PEOs):**

This position is listed by an employee leasing company or by a private employment agency. The company or agency is a legal co-employer with the work site company.

Jobs are listed in order of the date on which they were entered or updated. The most recent jobs are listed first. The city shown on each listing is the city in which the Employer is located. The job may not be located in the same city.



This icon means the job is located on a busline.



This icon means the job is an apprenticeship.



This icon means the job is associated with an employment agency.

Staff with questions about this should contact David Tousey by calling 608-261-6536 or via email at [David.Tousey@dwd.state.wi.us](mailto:David.Tousey@dwd.state.wi.us).