

LOCAL VETERANS EMPLOYMENT REPRESENTATIVE

Nature of Work: Under general supervision at the full-performance level, provides employment services to veterans and ensuring employment services agencies are in compliance with federal laws, rules and regulations for special services and priorities for veterans. Performs related work as required.

Examples of Work

- Functionally supervise the providing of service to eligible veterans and eligible persons by the local employment service staff.
- Maintain regular contact with community leaders, employers, labor unions, training programs, and veterans organizations for the purpose of keeping them advised of eligible veterans and eligible persons available for employment and training, and keeping eligible veterans and eligible persons advised of opportunities for employment and training.
- Provide directly, or facilitate the provision of, labor exchange services to eligible veterans and eligible persons, including intake and assessment, counseling, testing, job-search assistance, and referral and placement.
- Encourage employers and labor unions to employ eligible veterans and eligible persons and conduct on-the-job training and apprenticeship programs for such veterans and persons.
- Promote and monitor the participation of veterans in federally funded employment and training programs, monitor the listing of vacant positions with Federal agencies, and report to the appropriate state authority any evidence of failure to provide priority or other special consideration in the provision of services to veterans as is required by law or regulation.
- Monitor the listing of jobs by Federal contracting employers and subsequent referrals of qualified veterans as required.
- Working closely with appropriate Department of Veteran's Affairs personnel engaged in providing counseling or rehabilitation services and cooperate with employers in identifying disabled veterans who have completed or are participating in a vocational rehabilitation training program and who are in need of employment.
- Refer eligible veterans and eligible persons to training, supportive services, and educational opportunities, as appropriate.

LOCAL VETERANS EMPLOYMENT REPRESENTATIVE (CONT'D)**Examples of Work (cont'd)**

- Assist, through automated data processing, in securing and maintaining current information regarding available employment and training opportunities.
- Cooperate with the staff of applicable programs in identifying and assisting veterans who have readjustment problems and who may need services available at the local employment service office.
- When requested by a Federal or State agency, a private employer, or a service-connected disabled veteran, assist such agency, employer, or veteran in identifying and acquiring prosthetic and sensory aids and devices needed to enhance the employability of disabled veterans.
- Facilitate the provision of guidance or counseling services, or both, to veterans certified as eligible for participation in Federal and federally funded on-job training programs.
- Provide reports to the appropriate authority regarding compliance with Federal law and regulations with respect to special services and priorities for eligible veterans and eligible persons.

Knowledge, Skills and Abilities

- Knowledge of labor and industrial conditions within the local area.
- Knowledge of regulations and programs affecting veterans.
- Knowledge of interviewing and placement techniques.
- Ability to develop and maintain effective relationship with organization providing services for veterans.
- Ability to keep records, prepare reports and compose correspondence.
- Ability to analyze program performance and formulate recommendations for improvement to management for consideration.
- Ability to train staff members and determine adequacy of their work.
- Ability to speak effectively before groups.

LOCAL VETERANS EMPLOYMENT REPRESENTATIVE (CONT'D)**Minimum Qualifications**

Training: Graduation from a standard high school or the equivalent.

Experience: Four years of full-time or equivalent part-time paid general work experience two of which must have been in interviewing or performing responsible public contact work.

Substitution: Successful full-time study in an accredited college or university, or resident business or vocational school training may be substituted through an established formula for the required experience.

Special Requirement as required by Title 38, US Code: When vacancies occur, preference in appointment shall be accorded first to qualified service connected disabled veterans; then, if no such disabled veteran is available, then to qualified eligible veterans; and if no such eligible veteran is available, then to qualified eligible persons.

NOTE: The definition for "eligible person" means-

- (A) the spouse of any person who died of a service-connected disability.
- (B) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance is listed, pursuant to section 556 of title 37 and regulations thereunder, by the secretary concerned in one or more of the following categories and has been so listed for a total of more than ninety days: (i) missing in action, (ii) captured in line of duty by a hostile force, or (iii) forcibly detained or interned in line of duty by a foreign government or power; or
- (C) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

PROOF OF ELIGIBILITY IS REQUIRED.

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