

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERANS EMPLOYMENT REPRESENTATIVE II

POSITION CODE: 47702
Effective: 8-1-14

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as Local Veterans' Employment Representative for an assigned office area, implements standards and procedures of the Federal Regulations for Veterans' Benefits in Employment Service programs provided through consolidated offices; contacts employers and community organizations to develop maximum job opportunities for veterans, interviews and counsels veterans, analyzes and reviews services rendered to veterans; as needed, provides technical assistance and guidance to staff, assisting with veterans' placement activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As Local Veterans' Employment Representative (LVER), is vested with programmatic responsibility for ensuring compliance with federal regulations and performance standards for the veterans' program administered through a designated consolidated field service office; directs veterans' service activities of a consolidated office by evaluating, developing and enhancing the delivery of veteran services.
2. Promotes the agency's services to potential employers; explains tax credit programs and benefits, assists employers with their applications to federal agencies for participation in such programs as the Jobs for Veterans Act (JVA); aids potential employers with the development of training programs and schedules to be submitted for approval to the Veteran's Administration.
3. Cooperates with representatives of the Federal Veterans' Employment Service and agency professional staff members, in developing maximum job opportunities for veterans.
4. Provides special assistance, i.e., training opportunities, job development activities, counseling and placement to veterans whose problems are not adequately addressed by other divisions of the office, or who specifically request interviews.
5. Provides veterans with information concerning rights, benefits, and services available to them; interviews veterans, codes their experience, and matches that experience to potential jobs; screens applicants.
6. Instructs and trains other staff members on the rights, benefits, and services available to veterans; provides technical assistance and guidance to staff as needed.

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7. Maintains regular contact with veterans' organizations and governmental or private agencies interested in veterans' employment.
8. Establishes controls and conducts periodic evaluations to ensure veterans receive preferential treatment throughout the office, and that veterans receive priority in referral.
9. Prepares and develops a business plan of service for veterans and prepares all necessary program reports.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social or behavioral sciences, business administration or marketing.

Requires one year's professional experience in marketing, public relations or a related field.

Requires other than dishonorable discharge from the Armed Services of the United States.

Knowledges, Skills, and Abilities

Requires thorough knowledge of veterans' problems and special needs, including such areas as readjustment to civilian life and benefits available to veterans, including education, training and provision of vocational guidance counseling.

Requires extensive knowledge of the organization, operation and functions of the Illinois Department of Employment Security.

Requires extensive knowledge of state and federal labor and employment laws, the Dictionary of Occupational Titles, methods and techniques developed by the agency and federal and state laws affecting veterans.

Requires ability to meet and coordinate with potential employers to promote the facilities of the Department of Employment Security, particularly as they apply to veterans.

Requires ability to analyze and evaluate the effectiveness of services provided to veterans.

Requires ability to establish and maintain harmonious working relationships with employers, employees, public officials, representatives of veterans' organizations and the general public.

Requires ability to make decisions and initiate action to promote greater areas of the Employment Service.

Requires ability to communicate clearly and effectively, both orally and in writing.

Requires ability to utilize program relative electronic data processing resources.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.