

**CLASS TITLE: LOCAL VETERANS EMPLOYMENT  
REPRESENTATIVE**

**Class Code: 02794600  
Pay Grade: 20A  
EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide oversight of a program to increase opportunities for veterans in the areas of employment, job training, counseling, and job placement services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision with considerable latitude to exercise independent judgement; work is reviewed to ensure conformance to standards, procedures and regulations.

**SUPERVISION EXERCISED:** May supervise the work of Disabled Veterans Job Assistant position and clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To maintain regular contact with community leaders, employers, labor unions, training programs and veterans organizations to provide information relative to veteran availability for employment.

To maintain contact with eligible veterans to keep them apprised of employment and training opportunities.

To provide veterans with, or facilitate the provisions for, intake and assessment, testing, job search assistance, and referral and placement.

To conduct field visits to encourage employers to hire eligible veterans and provide them with on-the-job training and apprenticeship programs.

To promote and monitor the participation of veterans in federally funded employment and training programs.

To refer veterans to training, supportive services, and educational opportunities as appropriate.

To secure and maintain current information regarding available employment and training opportunities for veterans.

To identify veterans with readjustment problems for assistance or referral to appropriate programs.

To assist, when requested by a federal or state agency, employer, or veteran, in identifying and acquiring prosthetic and sensory aid devices needed to enhance the employability of disabled veterans.

To prepare reports regarding compliance with federal laws and regulations with respect to special services and priorities for eligible veterans.

To disseminate information to veterans regarding laws, benefits and regulations.

To provide employment and training services to non-veteran clients as required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of occupations and occupational requirements; a familiarity with the concepts of the Rhode Island Employment Security, Job Training Partnership Act and other related unemployment acts; skill in verbal communication; the ability to conduct interviews to gather information; the ability to apply pertinent rules and regulations; the ability to maintain effective relationships with veterans' organizations and employers; the ability to compile data to prepare reports; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from senior high school; and

Experience: Such as may have been gained through: employment in a position responsible for the conduct of interviews of a fact-finding or investigatory nature; or employment in a position providing technical assistance in employment and training services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS:** When considering to appoint, hire or assign an individual to this class, in accordance with the United States, Department of Labor, United States Code, Title 38, preference shall be accorded first to qualified service-connected disabled veterans; then to qualified eligible persons.

Class Created: October 7, 1990

Editorial Review: 3/15/03