

DEPARTMENT: County Counsel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving new extra-help class specification for the position of Veterans' Services Officer at an hourly salary rate tied to Step 1 of the Social Worker III salary range.

The incumbent Community Services Director has announced his retirement effective August 1, 1998. This request is being made in accordance with a previous agenda item submitted to the Board on July 21, 1998. This new classification, which is planned to be staffed as an extra-help only position, consolidates all of the required veterans' services under a single classification and is directed solely at assisting veterans, their dependents and survivors to obtain their federal and state benefits.

Separating this veterans' services function from the overall mandatory requirements to be exercised by the Community Services Director will streamline that department's functions, give the County more flexibility in its staffing and provide direct focus on the needs of veterans.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested class specification and direct staff to recommend alternatives to provide required services to veterans.

Make any changes to this class specification as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 98-297 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved () Denied

Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: RANGE 172 \$12.8429 P.H.

A.O. Initials: JG

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

MARIPOSA COUNTY

JOB TITLE: Veterans' Services Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist veterans, their dependents and survivors in obtaining federal and state rights and benefits and to perform a variety of related duties as required. Employees in this classification receive general supervision within a framework of well-defined policies and procedures.

SUPERVISOR: Community Services Director

TYPICAL DUTIES:

- Plans, organizes, coordinates and administers programs to assist and provide services to veterans
- Prepares and presents budget for the California Department of Veterans Affairs and monitors this budget to ensure the accountability of funds expended to justify current and future spending
- Counsels veterans, their dependents and survivors on available financial, vocational, educational, legal, medical and community resource benefits
- Researches, develops and submits claims to the United States and California Departments of Veterans Affairs to obtain veterans rights and benefits
- Establishes and maintains regular contact with veterans groups and other community organizations
- Speaks before various groups and organizations regarding the needs of veterans
- Attends local, regional and state meetings pertaining to veterans affairs
- Writes requests for proposals, maintains records and submits required data to justify the receipt of subvention, grant and other funds from federal, state and other agencies

MARIPOSA: Veterans' Services Officer

TYPICAL DUTIES (Cont'd):

- Prepares and submits a variety of reports to the State Department of Veterans Affairs
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- federal, state and local laws and regulations relative to veterans' rights and benefits, specifically, Title 38, U.S. Code of Federal Regulations, U.S. Department of Veterans Affairs' regulations, manuals, pamphlets and bulletins, U.S. Military Service Departments' regulations regarding discharge, correction and upgrade, and the California Veterans Code
- counseling techniques, basic record-keeping methods and techniques, data collection and analysis methods

Ability to:

- plan, organize and administer service programs for veterans
- write requests for proposals and justify subvention and grant funds
- interpret and explain laws, rules and policies affecting various programs
- prepare, justify and administer program budgets and plans, maintain accurate funding, budgetary and expense records, and prepare a variety of reports
- communicate effectively in both oral and written form
- maintain confidentiality of records
- establish and maintain effective work relationships with those contacted in the performance of required duties

MARIPOSA: Veterans' Services Officer

MINIMUM QUALIFICATIONS:

High school graduation or equivalent and two years of full-time paid experience, which includes advising, counseling or program planning, in a responsible position providing service delivery to the public. College course work in accounting, business or counseling and guidance is highly desirable. Possession of a valid California driver's license is required. An honorable discharge from the United States Armed Forces is mandatory.

Creation Date: 7/21/98 (B/S 98-297)
Veterans.frm