

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Employment Program Representative	<i>Consolidated Veteran Representative</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-134-9194-009
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Eureka Office / Redwood Empire / ARU 134	Ashley Nieman
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Northern Workforce Services Division	Employment Program Manager I
BRANCH:	REVISION DATE:
Workforce Services Branch	4/12/2023
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☒ May be Required to Work in Multiple Locations ☒ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☒ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Occasional travel for meetings, trainings, and coverage between Cluster offices may be required for this position. Must be a qualified Veteran. In-person service delivery is required. Please refer to the US Department of Labor (DOL) Veteran Employment & Training (VET) Program Letters: VPL 07-09 And VPL-03-14 for more information.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under supervision, the Employment Program Representative (EPR)/ Consolidated Veteran Representative (CVR) works with qualified clients to meet employment needs and performs the duties described in the current Veterans' Program Letters (VPLs), Training and Employment Guidance Letters (TEGLs) as well as duties mandated in U.S.C. Title 38, chapters 41 and 42. In addition, the CVR performs duties described in other policy and program directives governing the Jobs for Veterans' State Grant. By utilizing a collaborative team approach with Wagner-Peyser, Workforce Opportunity and Innovation Act (WIOA) partners, Veteran Community Based Organizations and other Jobs for Veterans State Grant (JVSG) staff, the CVR must provide direct services only to veterans and clients that are eligible to receive Disabled Veteran Outreach Program specialist services as described in the current VPLs, TEGLs and State released guidance. These clients shall receive services that will provide them the means to accomplish their employment goals. In addition, the CVR advocates for all veterans served by the local America's Job Centers of California (AJCCs) with businesses, industry and other community based organizations. The CVR serves	

as an active member of the "Business Services Team" and conducts employer outreach and job development on behalf of all veterans within the AJCC.

Travel is required for this position.

Percentage of Duties	Essential Functions
25%	Provides individualized services to all eligible clients in the form of an Objective Assessment. Completes an Individual Employment Plan (IEP) for all case managed clients. Provides additional individualized services and staff assisted services based on the individual's IEP. Services provided should meet each individual's employment goals, including, but not limited to: employment and training opportunities, career guidance/planning, short term prevocational services, resume assistance, job search assistance, job clubs and job development contacts. In conjunction with individualized and staff assisted services, assists clients to understand how to navigate through self-service systems available at the AJCCs and CalJOBSSM. Such services shall include, but are not limited to: virtual recruiter, labor market information, eligible training providers, job search activities and resume builder. Maintains regular bi-weekly contact with case managed clients and records appropriate case notes and services provided in accordance to guidance.
25%	Conducts job development activities in the local community that will assist the AJCC in connecting employers with qualified veterans. Advocates for all veterans and will work with the AJCC Business Services Team to promote hiring of veterans. Collaborates with AJCC partners and community based organizations to leverage resources and build capacity to serve the needs of the veterans by facilitating employment, training and placement services to ensure easier access to the appropriate services for veterans within the state employment delivery system. Meets regularly with AJCC partners to determine how and what services they provide; provides recommendations to improve services to veterans and to minimize duplication of effort. In conjunction with employers, conducts job searches and workshops, and establishes job search groups. Provides additional services to employers based on their needs, including, but not limited to: job listing assistance, tax credits, CalJOBSSM assistance, qualified candidate referrals, job development contracts and job fairs. Records appropriate case notes and services provided in accordance with guidance.
15%	Conducts outreach and coordinates with unions, apprenticeship programs and businesses or business organizations to promote and secure employment and training programs for veterans by explaining the benefits of employment services, incentives, and advantages of hiring veterans. Works with the partners in the AJCC and Workforce system to promote credentialing and licensing opportunities for veterans based on the knowledges skills they have obtained in the military. Assists in the planning and participates in job and career fairs. Informs federal contractors of the state and federal requirements to register and enter job openings in the CalJOBSSM system to obtain qualified veterans to fill their vacancies. Utilizes various data sources and an integrated service approach to conduct and track outreach to veterans and eligible clients to ensure that eligible clients receive information on the services available within the AJCC system. Follows all state and federal guidance as it pertains to outreach efforts.

15%	Continually keeps abreast of all State and Federal guidance as it pertains to the JVSG, WIOA, and the general Workforce System. Attends mandated National Veterans' Training Institute (NVTI) training, annual JVSG conference, Department of Labor Veterans Employment and Training Service (DOLVETS) training, and any additional training deemed necessary by the management team to enhance knowledge, skills and abilities.
10%	Submits jobseeker/employer success stories, Good News Success Stories, monthly reports and provides information to management for their quarterly reports as required by Federal, State and management guidance. Develops, updates and maintains a marketing plan to promote services to employers and hiring of veterans receiving services at the local AJCC(s).
5%	Provides, for each assigned Chapter 31 clients, monthly, quarterly, and Chapter 31 veteran program activity reports to the designated Employment Development Department (EDD) management and Intensive Service Coordinator. Follows guidance set forth by the Chapter 31 MOU, State and Federal guidance for all Chapter 31 clients.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment:	
☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Outdoor Outreach	
Interaction with Customers:	
☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☒ Other: Required to assist employers in person at local businesses, and virtually	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
None	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement:	
<i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	

Civil Service Classification
Employment Program Representative

Position Number
280-134-9194-009

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☐ Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	MEM	8/27/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file