

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS (CalVet)

PART A	
Position No: 830-195-4801-001	Date:
Class: Supervisor II	Name:
Under the direction of the Assistant Deputy Secretary for District Offices, Housing, and County Support Branch, Veterans Services Division (VSD), the incumbent serves as Chief of the County Support Section and provides assistance to the Assistant Deputy Secretary in implementation and oversight of subvention, housing, and mental health programs related to Federal and State veteran benefits in collaboration with State, Federal, and Local agencies including, but not limited to the Department of Health Care Services, the Department of Housing and Community Development, the Department of Motor Vehicles (DMV), and the U.S. Department of Veterans Affairs (USDVA) and nonprofit stakeholders. The County Support Section Chief provides expertise and oversight for the development of these programs and is a liaison between the State and the counties as collaborators in service to veterans and their families seeking assistance. Some travel required.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Perform the full range of supervisory duties for two Supervisor I positions over the County Subvention and Homelessness/Health programs, respectively, who have responsibility of supervision and training of analysts with duties related to the auditing, training, and payments to CVSOs participating in the Subvention and Veteran Benefits Enhancement programs as well as grant management and fiscal oversight of other related programs as necessary. Plan, organize, and direct staff in the completion of their supervisory and programmatic duties; monitor and evaluate staff work and standards of conduct, track completion of assignments.
25%	Monitor, evaluate, and update as needed the CVSO Subvention, Medi-Cal Cost Avoidance and College Fee Waiver processes and procedures for local assistance payments to CVSOs, to include functionality in the VetPro system, as well as other related guidance and regulations as necessary to support counties and communities to improve the oversight of CVSO workload units per statute and California Code of Regulations. Develop processes and policies for review by VSD leadership to improve relationships with CVSOs to include the CalVet sanctioned training conferences, methodology for distribution of Subvention, Medi-Cal Cost Avoidance, Veterans Service Officer Fund payments, consideration for establishing regulations, and subvention auditing process. Represent the Department at meetings with federal, state, and local governmental agencies, and private and public veteran organizations regarding CalVet and Medi-Cal Cost Avoidance programs for CVSO.
20%	Evaluate and facilitate revision to policies, processes, and procedures relating to homelessness and mental health funding programs assigned to County Support for implementation. Current programs include the Veterans Housing and Homelessness Prevention (VHHP) program, Homekey+ and the Behavioral Health Services Act transition, the Veterans Support to Self-Reliance, and the California Veterans Health Initiative. Maintain positive working relations with California Interagency Council on Homelessness, local homelessness systems, USDVA Homeless Programs, and others in pursuit of CalVet Strategic Plan.
10%	Oversee, evaluate, and facilitate updates to the California Veteran Service Representative Academy and CVSO training conferences continuously to keep the curriculum, accreditation process, and continuing education for CalVet-accredited representatives current.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Answer telephone, make referrals; determine needs of customers and provide information; log data; write analytical reports; prepare various forms and documents.					X
COMPREHENSION: Understand needs of customers; understand policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____