Employment Development Department
State of California

☒ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Employment Program Representative	*Local Veterans Employment Representative*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-131-9194-030
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Redding / ARU 131	Melissa Jones
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Northern Workforce Services	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 *(specify below in Description)*
☒ Other *(specify below in Description)*

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 Region 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)/Local Veterans' Employment Representative (LVER) works with qualified customers to meet employment needs and performs the duties described in the current governing Federal guidance published through Veterans' Program Letters (VPLs) guidance specific to staff who serve veterans, Training and Employment Guidance Letters (TEGLs) guidance provided to the workforce system as well as duties outlined in 38 U.S.C. 4104(b), which are related to outreach to the employer community and facilitation within the state's employment service delivery system. In addition, the LVER will perform duties described in other policy and program directives governing the Jobs for Veterans' State Grant (JVSG).

The LVER serves as an active member of the "Business Services Team" who conducts employer outreach and job development on behalf of all veterans within the America's Job Centers of California (AJCCs) where veterans have internet access to other service areas and resources.The LVER advocates for all veterans served by the local AJCCs with businesses, industry and other community based organizations. Travel may be required for this position.

Percentage of Duties	Essential Functions
35%	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. Conducts job search workshops, and establishes job search groups, in conjunction with employers. Provides additional services to employers based on their needs including, but not limited to: job listing assistance, tax credits, CalJOBSSM assistance (an online labor exchange system that helps match qualified individuals with employers), qualified candidate referrals, job development contracts and job fairs. Records all pertinent case notes and services provided in accordance to program guidance.
20%	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 knowledge and skills they have obtained in the military. Assists in the planning of 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.
15%	Holds case conferences where, as a group, the Disabled Veterans' Outreach Program Specialists (DVOPs) and AJCC staff throughout multiple AJCC locations meet to discuss job ready customers to provide job opportunities to specific veterans. Meets with veterans to better understand and meet their employment needs. Collaborates and coordinates with AJCC staff, partners and community-based organizations, as a team, to maximize employment opportunities for veteran and eligible customers.
15%	Keeps abreast of all State and Federal guidance continually, as it pertains to the JVSG, Workforce Innovation and Opportunity Act (WIOA), which is designed to help job seekers access employment and match with employers, and the general Workforce System by reading and understanding all issued state and federal guidance and accessing designated program SharePoint sites as notices of changes are received. Attends mandated National Veteran Training Institute (NVTI) training, annual JVSG conference, training deemed mandatory by the Department of Labor Veterans Employment and Training Service (DOLVETS), and any additional training deemed necessary by the management team to enhance knowledge, skills and abilities.
10%	Submits 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. Assists the Business Services Team with developing, updating, and maintaining a marketing plan to promote services to employers and hiring of veterans receiving services at the local AJCC(s).

Civil Service Classification
Employment Program Representative

Position Number
280-131-9194-030

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

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: *Click here to enter text.*

Type of Environment:
☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other**:** Outreach to employers

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 customers virtually

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Click here to enter text.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	CPU Analyst Initials	Date Approved
	MM	10/29/2026

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:

Civil Service Classification	Position Number
Employment Program Representative	280-131-9194-030

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