



Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: NEW POSITION EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.

1. Agency Name Kansas Department of Commerce	9. Position # K0214170	10. Working Title Veterans Employment Representative (LVER)
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2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Program Consultant I
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3. Division Workforce Services	12. Proposed Class Title (if requesting reallocation)
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4. Section NE/North Central Region	13. Allocation
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5. Unit Junction City Workforce Center	14. Effective Date	13a. FLSA Status <input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt
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6. Location (address where employee works) City: Junction City County: Geary	15. By	Approved
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7. (check appropriate time) <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Reg. <input type="checkbox"/> Part time (____%) <input type="checkbox"/> Temp.	16. Audit Date: _____ By: _____ Date: _____ By: _____
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8. Regular hours of work: From: 8:00am To: 5:00pm	17. Audit Date: _____ By: _____ Date: _____ By: _____
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For use by Human Resources Office

Agency Number 300
Position Number K0214170

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Lidia Smith	Public Service Administrator II	K0217795

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Lidia Smith	Public Service Administrator II	K0217795

20. How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee receives a general outline of work to be performed and generally free to develop their own sequence and methods within the scope of established policies, guidelines, procedures and regulations. Assistance and support are available through reference materials and conferences with the supervisor. Works is checked periodically for progress and conformance to established policies, guidelines, procedures and regulations. Assignments are made verbally, in writing and are task specific

21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

1. 50% E Develops and maintains a positive working relationship with businesses, the Chamber of Commerce, media and area business leaders and economic development professionals.
 - Interacts with local chambers of commerce and economic developers to promote the hiring of veterans and veteran initiatives
 - Assists in the assessment and development of new training initiatives in the region
 - Contacts employers in person to gain knowledge of job processes, conditions of employment, and general occupational and industrial information
 - Solicits job openings and provides information about business services provided through the Workforce Centers
 - If applicable, works with the business services team within the region to advocate on behalf of veteran job seekers, to employers
 - Contacts educational, rehabilitation, and social agencies to coordinate services and advocate for veterans
 - Facilitates presentation before audiences of business or community leaders concerning services available through the Workforce Center and veteran programs

2. 35% E Conducts capacity building activities with employers and the American Job Center; and to build the capacity of services to veterans, as well as enhance the employers' knowledge and ability to recruit and hire job-ready veterans.
 - Facilitates job search workshops for job-ready veterans seeking employment
 - Facilitates priority of service in regard to employment, training, and placement services furnished to veterans, by all staff of American Job Center
 - Provides employers information about programs, services, job requirements, occupational opportunities, and training programs facilitated at the Workforce Centers
 - Provides job development for and employment referrals to, special applicant groups such as disabled veterans, recently separated veterans and other eligible veterans
 - Explains eligibility requirements and orchestrate the completion of applications for employment and programs participation

3. 15% M Performs additional duties as assigned:
 - Attends and participates in local, state and federal meetings and training sessions that are specific to the veterans program
 - Participates in special projects assigned by the SVM, Regional Managers, and Local Supervisors
 - Completes program related weekly, monthly and quarterly reports, as assigned

***Some or all duties may be altered in response to a disaster or large scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. **

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Lack of following established procedures and guidelines could result in unsatisfactory audits or reviews by federal agencies. Additionally, poor decisions could result in client dissatisfaction and prolonged unemployment for the client

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Extensive contacts with employers by telephone or visits on behalf of veterans with specific talents or specialized placement services, or special applicant groups such as disabled veterans and wounded warriors
The solicitation of job openings and the advocacy of programs, training, resources and business services through the Workforce Center
Regular contact with local businesses, community leaders and community-based organizations
Daily contact with supervisor and other agency staff

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of standard office machines, electronic office equipment and personal computer, use of HD equipment and testing tools including various testing software. Other equipment regularly used includes motor vehicle transportation and may include frequent and infrequent driving.

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

- Six (6) months experience in career counseling, job placement, recruitment, assessment and deployment of staff or similar related experience
- High School Diploma or GED
- 24 credit hours leading to a Bachelors' degree, from an accredited university; lesser credit hours will be considered in lieu of work experience
- Career Development Technician Certification accepted in lieu of 6 months experience or Bachelors' degree.
- Valid driver's license or ability to travel as required
- Strong orientation to initiative, ability to coach on career issues, customer service orientation and strong orientation to achieving goals
- Knowledge of veterans' employment issues and related employment strategies

B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

Preferred Qualifications:

- Bachelors' degree, with one (1) year closely related work experience
- One year of marketing or sales experience, private sector hiring practices, presentation development and delivery to diverse population and group sizes ranging from large to one on one
- Certifications by National Veterans' Training Institute.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Veterans' Preference in Hiring LVER Specialists Staff:

- First: Qualified service-connected disabled Veterans.
- Second: Qualified eligible Veterans; and
- Third: Other qualified eligible persons as defined by 38 USC, §4101 (5). States must provide a report of each JVSG funded position filled by a non-veteran for a period of six months or more, including the rationale for staffing the position with a non-veteran.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date