

Attachment 11: Duty Statements for VESS/DVOP

VETERAN EMPLOYMENT SERVICES SPECIALIST (VESS)

A. Policy

Title 38, United States Code and Public Law 107-288 authorizes the appointment of VESS by each State via a DOL Grant process. Each year, the EDD receives a grant from the DOL/VETS, to fund VESS positions statewide. The Division Chiefs allocate positions to specific office locations within their geographical areas based on local office need and other veteran related data.

- 1. The VESS position will be filled on a full-time or half-time basis only. A half-time VESS cannot be a half-time VWS. A half-time VESS can be a half-time Wagner Peyser (Job Service Mainstream).*
- 2. The VESS will be in addition to, and will not supplant any VWS positions assigned to field offices.*
- 3. The VESS may be supervised by a first line supervisor (EPM1) for all job related duties and outstation/outreach accountability.*
- 4. The VESS may be assigned to work in locations other than Job Service (JS) offices (i.e.: out-stationed at various locations which have a large number of veteran clients receiving other types of services and with the approval of local office management).*
- 5. Title 38 U.S. Code and P.L. 107-288 allows a VESS to be out-stationed at work locations other than in JS offices. Locations are established by national and statewide agreements with the DVA to include centers that primarily provide Vocational Rehabilitation and Employment (VR&E), veterans' assistance offices, VA Vet Centers, and/or other sites as appropriate. All out-station locations must meet a standard business need (client activity level) to be deemed appropriate and in need of out-station activity. It is highly recommended that a log of veterans and other customers be maintained by all out-stationed VESS staff to assist in determining if an out-station meets this business need. If an out-station location does not meet a business need, field office management must meet with the out-station location management staff in an attempt to improve the level of client and customer activity.*

B. Hiring Policy

See Personnel Management Handbook for additional information and instructions on Post and Bid Section 3-1714, Bi-Lingual Service Pay Section 3-4140, and Permanent Intermittent Appointment Section 3-2100. To comply with the federal law, every effort shall be taken to fill VESS positions using the following priority (Section 3-0117 of the PMH):

- Category I - Qualified Disabled Veterans*
- Category II - Qualified Eligible Veterans*
- Category III – Qualified Eligible Persons*

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A non-veteran may temporarily be appointed to a position after all means of recruiting qualified service-connected disabled veterans and other eligible veterans and individuals have been exhausted.

Note: If a service-connected disabled veterans and an eligible veterans are both qualified for a VESS position, the service-connected disabled veteran would be first in the line of preference.

- 1. As soon as it is known that a VESS vacancy will occur, including vacancies created when the incumbent VESS is on extended sick leave or vacation for one month or more, field office managers must notify their Division Chief (or Regional Manager, if designated) by completing the DE16 Veteran Staffing Action Request Form. A DE16 flowchart is provided to understand and follow the complete step-by-step process.-*
- 2. Vacant VESS positions must be filled permanently or temporarily within 30 calendar days, unless special circumstances (post and bid) dictate otherwise. Vacancies that exceed 60 days may result in the loss of position funding and/or reallocation of the position to another office. VESS budget cannot be carried forward for use during other months or quarters. If VESS budget is not utilized during the intended month it is no longer available to the field office and is subject to recapture by DOL/VETS.*
- 3. Field office managers may request to temporarily fill VESS positions as soon as vacancies occur or when selection of a permanent VESS is delayed. Temporarily fill will exist for a maximum of 6 months. Within the 6 month period, managers must continue to actively search for a qualified veteran EPR to permanently fill the position. If there is a need to continue a temporarily filled position for an additional 6 months, managers must complete and submit a DE16 prior to the end of the first 6 months term.*
- 4. Pending a permanent appointment, a qualified permanent intermittent EPR who meets any of the eligibility categories may be used to temporarily replace VESS staff to ensure that continuity of VESS services is provided.*
- 5. Field office managers/site managers must immediately submit updated CalJOBS user access identification information to Job Service Division (JSD) Global Security whenever changes in the assignment of VESS staff occurs.*

Complete instructions for updating Global Security access information is located in the Job Service Policy and Procedures manual, Chapter 10, System Support and Access and Security.

- It is very important to correctly assign and update VESS indicators. When requesting or changing global security access ensure VESS's are not given Management or Supervisory level access to the on-line CalJOBS Reports. These reports contain*

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information concerning individual staff performance which should not be provided to non-management staff.

- *If this global security assignment is for a U.S. Department of Veteran Affairs (DVA) work-study student, a mainstream user access identification code will be assigned. A Veteran's program user ID (VESS) access code will not be assigned to a DVA work-study, nor will work-studies use the Global Security access code of another employee.*

C. Hiring Procedure

To appoint a VESS, the following procedures must be followed:

1. *The field office manager is required to complete a DE 16 Veterans program Staffing Action Request Form.*

NOTE: *The "Veterans Program Staffing Action Request Form" must be completed, submitted, and approved **prior to** any personnel action within the field office. This form does not take the place of a DE 2676, "Request for Position Action," nor does the approval of a DE 2676 constitute approval to hire a VESS. These are **two separate processes, both of which must be completed.***

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D. Position Statement – Veteran Employment Services Specialist (Sample)



POSITION STATEMENT

(See Personnel Management Handbook Sections 3-1181 – 3-1189 for completion instructions.)

1. DIVISION OR SECTION Job Service Branch		2. OFFICE OR GROUP Field Office Name & Number	
3. ORGANIZATIONAL SUB-GROUP Employment Development Department		4. POSITION TITLE Veterans Employment Services Specialist	
5. NAME OF INCUMBENT		6. CIVIL SERVICE CLASS Employment Program Representative	
7. POSITION NUMBER 280-ARU-9194-XXX	8. DATE PREPARED	9. SUPERVISED BY (Civil Service Title) Employment Program Manager I	
10. SUPERVISES (Number by Civil Service Class) None.			
11. SUMMARY STATEMENT Under the supervision of a Job Service Employment Program Manager, the incumbent will perform the duties of a Veterans Employment Services Specialist (VESS) as described in the Services to Veterans Manual and prescribed by Public Law (P.L.) 107-288. The VESS provides case-managed employment, placement, and/or training services designed to meet the needs of all veterans and persons eligible for services under this Act. This position: <input type="checkbox"/> does not require the use of bilingual communication skills. <input type="checkbox"/> requires the use of bilingual communication skills.			
This position statement including the activities and performance expectations has been reviewed by the undersigned.			
12. EMPLOYEE'S SIGNATURE		13. SUPERVISOR'S SIGNATURE	
14. REVIEW DATES		15. COMMENTS	

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POSITION TITLE	POSITION NUMBER
Veterans Employment Services Specialist	280-ARU-9194-XXX
PERCENT	<p>A = ACTIVITIES (duties and responsibilities) and B = PERFORMANCE EXPECTATIONS (State each primary activity as an "A" and follow with "B", the performance expectation.)</p>
	<p>A. Provides case-managed services to eligible veterans seeking employment and/or training. Services may include intensive services depending on the needs of the client. Activities and responsibilities include:</p> <ol style="list-style-type: none"> 1. Assessing the client's employment and training needs. 2. Working with the client to develop the Employability Development Plan, then providing employment and training services to help the client complete the plan. 3. Recording all reportable services timely and accurately in EDD's Program Activity Support System and/or case folders as appropriate. 4. Providing vocational guidance. 5. Conducting or participating in employment and training-related workshops for veterans. 6. Making job development contacts with employers to obtain an interview for a specific individual with a specific employer. Recording employer contacts in ECMS. 7. Providing job referrals. 8. Referring clients to training. 9. Referring clients to supportive services. 10. Providing the full range of labor exchange services to veterans to meet their employment and training needs. <p>A. Conducts outreach activities to locate and assist veterans in obtaining employment, training, and case-management services so that veterans may achieve their employment and training goals. In coordination with local office management, and in concert with the VWS identify locations for conducting outreach activities.</p> <p>A. Provides all required reports, including quarterly, monthly, and Chapter 31 veteran program activity reports are completed and forwarded to EDD management on time.</p> <p>A. Performs other duties as assigned.</p>

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E. Duties of the VESS.

1. *The VESS will be assigned only those duties directly related to meeting the employment needs of eligible veterans and other eligible persons with priority for the provision of services to:*
 - *Special Disabled Veterans*
 - *Other Disabled Veterans*
 - *Other Eligible Veterans*
 - *Other Eligible Persons*

2. The VESS is required to perform the following core duties:
 - Develop job and job training opportunities for veterans through contacts with employers and training providers,
 - Conduct outreach activities to locate veterans through contacts with local veterans organizations, DVA, and community-based organizations;
 - Provide appropriate assistance to community-based groups and organizations and appropriate grantees;
 - Provide appropriate assistance to local office staff assisting veterans;
 - Consult and coordinate with other appropriate representatives of federal, state, and local programs to develop maximum linkages to promote employment opportunities for, and provide maximum employment assistance to, veterans;
 - Promote and develop entry-level and career job opportunities for eligible veterans;
 - Conduct outreach in cooperation with appropriate DVA personnel engaged in providing rehabilitation services;
 - Provide intensive placement services for Chapter 31, V-WIP, and REAL lifelines (RLL) veterans when assigned;
 - Provide Veteran's Intensive Program (VIP) services to veterans with barriers to employment and to targeted veteran groups, other veterans and other eligible's who may benefit from a one-on-one intensive case management assistance method of providing services.

3. Veteran's Program services must be provided at each state-approved One-Stop Career Center, if appropriate. The VESS staff may be stationed at such centers (either full time or part time), but only to provide priority services to veterans.
 - The VESS will be cross-oriented in all services that may be available within the One-Stop Career Center, but is limited to providing services to veterans. These services may include referrals to the other agencies at the One-Stop Career Center and Central Job Order Taking (COT) Unit activity. VESS staff may assist Job Service providers with Job Order input, but only during periods of

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extenuating circumstances, as the result of employer outreach/visiting, and not on a routine or scheduled basis.

3. The VESS may furnish employment and training information and services at TAP sites to members of the armed forces within 180 days before such members are separated from the military.
5. VESS' may not, on an ongoing basis, assume responsibilities for programs or activities that are not related to duties outlined in Chapter 6, Section E, "Duties of the VESS"; the VESS Position Statement (DE 4342), and other duties as described in EDD policies and procedures. All EDD policy and procedures have been reviewed and approved by DOL-VETS to be in agreement with the requirements of Title 38 and the Veterans' Program Grant.

F. Full-Time VESS

A Full-time VESS will serve veterans exclusively and be assigned to perform duties directly related to discharging the duties prescribed in Title 38, United States Code, Section 4104 and P.L.107-288 and other duties as described by EDD's policies and procedures (Position Statement). All EDD policies and procedures have been reviewed by DOL-VETS and are in compliance with the requirements of Title 38 and the Program Grant.

G. Half-Time VESS

It is the Veterans Program policy that an individual shall not be concurrently employed in both part-time VWS and part-time VESS capacities. The intent is to have two separate programs that provide different services.

1. Half-time VESSs shall perform the same duties as full-time VESSs.
2. Half-time VESSs, when serving as a VESS, must provide services exclusively to veterans (at least 50 percent of the work schedule).
3. When serving as Job Service (JS) staff, a half-time VESS must provide services to veterans as needed.
4. *A half-time VESS is assigned to CaJOBS/PASS Global Security access codes: one for use when working with veterans, and one for use when working with non-veterans. Failure to use the appropriate codes will create inaccurate reporting of data to DOL/VETS and will adversely affect the Veterans Program by indicating that dedicated VESS staff provided services to non-veteran clients.*
5. *A half-time VESS shall be administratively responsible to the field office manager for Title 38 (PL 107-288) activities and report to and be supervised by the first line supervisor (EPM1) for all other Veteran's Program activities. If located at sites other than EDD field offices they will report to the EDD site manager.*