



**THE COUNTY OF EL DORADO**  
invites applications for the position of:

## **Veterans Service Officer**

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<b>SALARY:</b>	\$33.06 - \$40.18 Hourly \$2,644.80 - \$3,214.40 Biweekly \$5,730.40 - \$6,964.53 Monthly \$68,764.80 - \$83,574.40 Annually
<b>OPENING DATE:</b>	08/30/21
<b>CLOSING DATE:</b>	Continuous
<b>Department:</b>	Health and Human Services Agency
<b>Location:</b>	Placerville, California
<b>DESCRIPTION:</b>	



### **VETERANS SERVICE OFFICER**

#### **HEALTH AND HUMAN SERVICES AGENCY**

The County of El Dorado Health and Human Services Agency is committed to transforming lives and improving futures for the citizens of El Dorado County. Our programs and services include Behavioral Health, Public Health, Community and Social Services. We have over 600 employees dedicated to enhancing and enriching the lives of their fellow community members.

#### **COMMUNITY SERVICES DIVISION**

The Community Services Division strives to improve the quality of life for residents and help people meet basic needs to ultimately become self-sufficient. The Community Services Division is responsible for the following programs: Public Housing Authority, Home Energy Assistance and Weatherization Programs, Animal Services, Veterans Service Office, Older Adult Services, and Homeless programs.

#### **THE OPPORTUNITY**

Join the Veteran Affairs team who are committed to assisting veterans, their dependents, and survivors in obtaining entitlements from federal, state, and local agencies administering veterans programs. The Veterans Service Officer will be responsible for planning, organizing, coordinating, and reviewing the work of staff performing routine to complex veteran's service activities. The Veterans Service Officer will assist with short-and long-term planning, and overseeing the day-to-day activities of the Veteran's Service Office. The Veterans Service Officer

will also coordinate activities and other departments and outside agencies, and provide expert professional assistance to their superior on veterans' service matters.

***The selected candidate will have the opportunity to:***

- Plan, organize, assign, supervise, and implement goals, objectives, and work standards for the different programs in the Veterans Services Division.
- Assist in managing and participate in the development and administration of the division's annual budget; provide input on the forecasting of additional funds needed for staffing, equipment, materials, and supplies; direct, monitor, and approve expenditures consistent with County and Health and Human Services Agency (Agency) policies; inform and implement adjustments as necessary.
- Monitor operations and activities of assigned program; identify opportunities for improving service delivery methods and procedures; provide recommendations concerning process changes; review with appropriate management staff; implement improvements.
- Coordinate program activities with those of other departments and outside agencies and organizations.
- Select, train, motivate, and supervise personnel; evaluate and review work for acceptability and conformance with Agency standards, including program and project priorities and performance evaluations; work with employees on performance issues; implement discipline and termination procedures; respond to staff questions and concerns.
- Supervise all veteran services functions and services for the County.

For a full description of duties and responsibilities please review the job description [here](#).

## WHO WE ARE LOOKING FOR

### **MINIMUM QUALIFICATIONS**

**Human Resources will assess your application to determine if you are minimally qualified using the following minimum qualifications:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major course work in business or public administration, behavioral sciences, or a closely related field;

AND

Five (5) years of experience providing assistance or advocacy in the pursuit of veteran's benefits at the federal, state, or local level; or two (2) years of experience providing assistance or advocacy in the pursuit of veteran's benefits at the federal, state, or local level in a lead or supervisory role.

### **Licenses and Certifications:**

- Within one (1) year from the date of hire, and as a condition of probation, employees in this classification shall obtain a California Department of Veterans Affairs (CalVet) VSR accreditation.
- Possession of, or ability to obtain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.

**The Veteran Services Officer must be a veteran of a branch of the United States Armed Forces, as defined in applicable sections of the State Military and Veteran's code.**

[Click here](#) to view the minimum qualifications for Veterans Service Officer as well as the physical, environmental, and working conditions.

## HOW TO APPLY

### **SUBMIT YOUR APPLICATION**

Apply online by clicking on the 'Apply' link at the top of this announcement. When your online application and responses to the required supplemental questions are complete, click 'Accept'.

If you have any questions regarding this recruitment, contact Jordan Meyer in Human Resources at [jordan.meyer@edcgov.us](mailto:jordan.meyer@edcgov.us).

### **RECRUITMENT PROCESS**

The Human Resources Department will screen all applications to identify qualified candidates. After screening, qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the recruitment process.

**Training and Experience Review (Weighted 100%):** A training and experience review consists of candidates responding to supplemental questions on the job application. A subject matter expert will evaluate each candidate's responses based on predetermined criteria. The subject matter experts are not granted access to the candidate's application; therefore, responses to the supplemental questions should be thorough, detailed, and complete.

For more information on the recruitment process click [here](#).

Based on the hiring department's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedures.

### **ADDITIONAL INFORMATION**

The County of El Dorado is recruiting applicants for Veterans Service Officer. This recruitment will establish a list for the purpose of filling current and future full time, part time and extra help vacancies for at least three (3) months. There is currently one (1) full time vacancy in the Health and Human Services Agency, Community Services Division, located in Placerville, CA.

[Click here](#) for Frequently Asked Questions.

The County of El Dorado is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.

Many job classifications require pre-employment medical screening. Depending on the job classification, medical screening may include testing for drugs, including but not limited to marijuana; a positive test may result in revocation of an employment offer.

## ABOUT EL DORADO COUNTY

Not just rustic mining towns and historic sites - Today El Dorado County is a year-round vacation destination overflowing with outdoor adventure, inviting agritourism locations, enriching family activities, and a proud Gold Rush history.

Escape the traffic and smog because El Dorado County is just:

- 40 miles to Downtown Sacramento
- 50 miles to Sacramento International Airport
- 129 miles to San Francisco

Here are a few of the many activities and events available throughout El Dorado County:

- Hiking, Camping, Fishing, Boating, and Watersports
- Skiing and Snowboarding
- Live Music and Music Festivals
- Local Craft Breweries and Wineries
- El Dorado County Fair

- Placerville Speedway Races
- Farm to Fork Restaurants
- Local Shopping Gems

### CHECK OUT OUR VIDEO TO LEARN MORE!

<https://www.youtube.com/embed/NUjnDdn-S9s?&wmode=opaque&rel=0>

### EXAMPLES OF ESSENTIAL FUNCTIONS:

### EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

### OTHER REQUIREMENTS:

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.edcgov.us>

330 Fair Lane  
Placerville, CA 95667  
530-621-5565

[edcjobs4u@edcgov.us](mailto:edcjobs4u@edcgov.us)

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Position #2108-1267  
VETERANS SERVICE OFFICER  
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### Veterans Service Officer Supplemental Questionnaire

- \* 1. Supplemental questions play an integral role in this recruitment process. Please take the time to provide thoughtful and thorough responses. The information you provide may be used to determine your ranking for referral to specific vacancies. All work experience that is described or included in your response(s) MUST be included in the "Work Experience" section of your application. Do not refer to a resume or other documentation.
  - I acknowledge receipt of this information
- \* 2. Within one (1) year from the date of hire, and as a condition of probation, employees in this classification shall obtain a California Department of Veterans Affairs (CalVet) VSR accreditation.
  - I acknowledge receipt of this information
- \* 3. Are you a veteran of a branch of the United States Armed Forces, as defined in applicable sections of the State Military and Veteran's code?
  - Yes     No
- \* 4. Describe your knowledge of the principles and practices used in veterans' administration programs. Include in your response any experience you have applying

these principles and practices in your work with veterans and your role in the organization. If you do not have experience in these areas, please type N/A.

- \* 5. Describe how you stay up to date with applicable federal, state, and local laws and regulations relative to veterans' rights, benefits, and obligations. If you do not have experience in these areas, please type N/A.
  
- \* 6. Describe your experience developing, implementing, analyzing, and evaluating veterans' services programs. Include in the response include your role in these areas and which types of veterans' services you have experience with. If you do not have experience in these areas, please type N/A.

\* Required Question