AUG 0 3 1977

NEW

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Veterans Employment Representative	64213C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from unit supervisor, plans & organizes service programs for veterans; reviews records, reports & procedures of local office relative to selection, referral & placement of veterans to evaluate adequacy of services; maintains public relations in order to promote employment opportunities for veterans; conducts interviews with veterans to discuss problems; -PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	57-63	Plans & organizes service programs for veterans in accordance with policies & procedures; reviews records, reports & procedures of local office relative to selection, referral & placement of veterans to evaluate adequacy of services; assists local office personnel through staff conferences & training to improve services.	Knowledge of (1) employee training & development*, (2) office practices & procedures, (3) interviewing; ability to (4) apply principles to solve problems & deal with variety of variables in somewhat unfamiliar context, (5) prepare meaningful & accurate reports, (6) gather, collate & classify information about data, people or things according to established method, (7) work alone on tasks or cooperate with co-workers on group projects.
2 (7%)	15-21	Performs variety of public relation duties to promote employment opportunities for veterans (e.g., works with employee groups, labor organizations & veteran organizations, engages in job development & promotions, coordinates activities with Veterans Administration relative to on-job training, conducting job fairs & other special programs).	Knowledge of 2, (8) public relations; ability to 4, 6, (9) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials.
3	12-18	Interviews veterans to discuss problems concerning reemployment rights, compensation, education & training & refers them to appropriate agencies; takes applications & job orders; fills job orders.	Knowledge of 2, 3, 8; ability to 4, 6, 7, 9, (10) process routine forms, (11) code items from one symbolic form to another, (12) answer routine telephone inquiries from public.
4	4-10	Prepares monthly activity reports; attends training sessions & conferences pertaining to veterans programs.	Knowledge of 2, 8; ability to 4, 5, 6, 7, 9.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in office practices & procedures (or 3 mos. exp.); 3 courses in interviewing (or 3 mos. exp.); 3 courses in public relations (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT: