

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Veterans Benefits Educational Consultant

SERIES NUMBER

6969

MAJOR AGENCIES

Veterans Services

EFFECTIVE

2/17/2019

SERIES PURPOSE

The purpose of the Veterans Benefits Educational Consultant is to review & monitor compliance of training establishments & universities with Veterans Affairs & other applicable laws & regulations.

JOB TITLE

Veterans Benefits Educational Consultant

JOB CODE

69691

PAY GRADE

32

EFFECTIVE

2/17/2019

CLASS CONCEPT

The advanced level works under direction & requires a thorough knowledge of veterans educational benefits in order to provide oversight & direction in broad educational programs, including services & support to veterans and their immediate family members.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Veterans Benefits Educational Consultant	69691	14	02/17/2019	32

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews & monitors compliance of training establishments & universities (e.g., hospitals, proprietary schools, vocational technical schools, cosmetology schools, barber schools, correspondence schools, flight schools, police academies) with Veterans Affairs, (VA) (i.e. Title 38 USC/chap 36) & other applicable laws & regulations in assigned area of the state (i.e. conducts on-site inspection/supervisory/compliance visits & surveys, discusses results of survey with school/company officials, verifies payments made to eligible students, confirms proper record retention, & reporting requirements & other responsibilities of training facilities); reviews, evaluates and approves programs of education & training appropriate for GI Bill funding under state and federal criteria/law; reviews prior compliance surveys, audits student veteran files (e.g. selects sampling, examines education files, spot checks enrollment data, award data & previous payments for accuracy); verifies statement of assurance of compliance with Title VI of the Civil Rights Act of 1964, Title XI, Section 504 & the Age Discrimination Act; writes compliance survey report documenting discrepancies & violations & required corrective action & performs follow-up reviews.

Provides technical assistance & advice to school/company officials, veteran & non-veteran students on veterans' educational benefits as requested; conducts/provides liaison visits, outreach or technical visits to educational institutions, training establishments & corporate entities to provide information about VA regulations & directives.

Performs clerical tasks relating to Veteran Educational Programs (e.g. sets up & maintains files & logs, drafts correspondence, compiles statistical data, prepares periodic reports).

MAJOR WORKER CHARACTERISTICS

Knowledge of instructional methods & techniques of current educational trends & developments; principles & theories of education; instructional methods & other aspects of educational administration; public educational programs & public school administrative procedures; principles & processes for providing customer & personal services; public relations; human relations; research methods; government structure & process relating to Veterans Benefits Administration & Veterans Affairs*. Skill in communicating with others to convey information effectively; using logic & reasoning to analyze the strengths & weaknesses of alternative solutions, conclusions or approaches to problems; operation of personal computer & software (e.g. MS Office suite); office equipment (e.g., copier, printer, calculator). Ability to establish & maintain effective working relationships with school administrators, educators, educational organizations, curriculum &/or program specialists at local, state, or federal level, and the general public; understand & apply state & federal statutes & the code of federal regulations for program approvals; analyze classroom, curriculum, program, or administrative problems & recommend possible solutions; interpret rules, public school law, educational policies & effectively communicate philosophies of education; proofread technical materials, recognize errors & make corrections; gather, collate & classify information about data, people or things.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Pursuant to VA/SAA Contract the qualification standards for the position are as follows:

a) Qualification standards for the personnel approving and supervising courses offered by educational institutions are as follows: Bachelor's Degree with 5 years of related experience; Master's Degree with 3 years of related experience; or Doctoral Degree with 1 year of related experience.

(b) Qualification standards for personnel approving and supervising courses offered by job training establishments are as follows: Bachelor's Degree with 2 years of related experience or equivalent in education and/or related work experience totaling 6 years.

(c) Qualification standards for personnel performing compliance reviews of courses offered by educational institutions and job training establishments are as follows: Bachelor's Degree with 2 years of experience or equivalent in education and/or related work experience, totaling 6 years.

(d) Veterans' preference in hiring shall be given in accordance with State law.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Employee must pass VA security background investigation and remain in compliance throughout employment (38 U.S.C. § 3675, as amended by Pub. L. 111-377, § 203.)

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.