



## Legislation Text

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**File #:** 17-0867, **Version:** 1

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Human Resources Department recommending the Board consider the following:

- 1) Approve the classification specification for the position of Veteran Services Representative I/II;
- 2) Adopt and authorize the Chair to sign Resolution **123-2017** establishing the salary range and bargaining unit designation for the Veteran Services Representative I/II;
- 3) Amend the Authorized Personnel Allocation Resolution for the Veterans Office to add 2.0 FTE Veteran Services Representative I/II, and delete 2.0 FTE Veteran Services Representative; and
- 4) Direct Human Resources to appropriately reclassify the two (2) incumbent staff to the new classification of Veteran Services Representative II.

**FUNDING:** There is no negative fiscal impact.

### **DEPARTMENT RECOMMENDATION**

Human Resources is recommending that the current classification, Veterans Services Representative be deleted in favor of creating a flexibly staffed classification resulting in an entry and journey level position.

### **DISCUSSION / BACKGROUND**

The Veterans Services Representative (VSR) classification as it is currently written requires the applicant to have both State and Federal accreditation. Many applicants have the Federal accreditation which is considered a higher level accreditation than the State, but without the State accreditation, applicants are rejected for not meeting the minimum requirements. Discussions regarding removing the State requirement and allowing applicants time to obtain the accreditation during the probationary period was considered, but was rejected in favor of creating a flexibly staffed position that would allow those who have both certifications to come in at the journey level VSR II, and those who only had the Federal come in at the entry level VSR I, thus avoiding inequity issues.

### **ALTERNATIVES**

If the Board chooses to reject this recommendation, the Veterans Office will be required to continue to reject well qualified applicants who do not have the State certification at the time of hire.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

No negative fiscal impact as the VSR II will be set at the same salary of the current VSR, however, there could be minimal savings in the future by bringing in applicants at the VSR I level.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Please provide Human Resources with a fully executed copy of the Resolution.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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