

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**VETERANS EMPLOYMENT AND TRAINING SUPERVISOR**

**I. INTRODUCTION**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the professional supervisory position which is located within the Department of Veterans Affairs, Bureau of Veterans Services, and functions as the Veterans Employment and Training Supervisor. This classification specification is not intended to identify every duty which may be assigned to this position, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**II. DEFINITION**

This professional supervisory position is located within the Department of Veterans Affairs, Bureau of Veterans Services and functions as the Veterans Employment and Training Supervisor. This position functions as the department’s liaison between federal, state and local government agencies and private entities to better coordinate employment and training opportunities for Wisconsin veterans, particularly those transitioning from active duty to civilian employment; supervises all veterans employment, transition and training programs within the Department of Veterans Affairs, including the Troops to Teachers Program, Recently Separated Veterans Program, and the federal Operation Transition Program; and serves as a liaison with the Wisconsin Departments of Workforce Development, Public Instruction, and Military Affairs to coordinate veteran employment and training programs and to develop employment opportunities which focus on veterans skills and experience.

**III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective May 10, 1998 as a result of a reorganization within the Department of Veterans Affairs and was announced in Bulletin CC/SC 85.

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