



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VETERANS BENEFITS REGIONAL ADMINR

Job Number: 20000618

Job Code: 21110V230916

Job Group: 2100 - MILITARY & EMERGENCY PREPAREDNESS

Job Established: 02/16/1999

Job Revised: 09/02/2025

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

In compliance with KRS 40.317, supervises Veteran's Benefits Field Representatives in assigned region by providing oversight and training to ensure employees deliver appropriate and comprehensive assistance when completing claims for veterans and their dependents; OR Coordinates the benefits claims appeal process to the United States Veterans Administration for all regions of the Kentucky Department of Veterans' Affairs (KDVA); and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have four years of experience as a military officer, noncommissioned officer, benefits counselor, or professional experience in a human service program, or as a cemetery manager.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in social work, sociology, psychology or a related field will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in one of the above fields will substitute for the bachelor's degree requirement on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides supervision, oversight and technical assistance to Veteran's Benefits Field Representative I and II. Responds to inquiries from state and county government officials concerning veteran benefits. Develops staffing plans as well as resource allocation plans to provide administrative and equipment support to the field representatives and their volunteers. Coordinates the location and acquisition of office space in the designated regions. Prepares and presents training programs to agency staff. Provides oversight of homeless veteran facilities. Visits field representatives throughout the state on a scheduled and unscheduled basis to supervise, evaluate, and support their efforts. Assists homeless veterans in obtaining benefits. Prepares, submits, and coordinates benefits claims appeals to the United States Veterans Administration. Represents KDVA on behalf of veteran filing claim in front of the V. A. Claims Board. Provide direction and training to VBRF regarding the benefits claims appeal process.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. May require frequent travel throughout the state.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*