



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VETERANS PROGRAM ADMINISTRATOR

Job Number: 21003125

Job Code: 21170V230916

Job Group: 2100 - MILITARY & EMERGENCY PREPAREDNESS

Job Established: 07/15/2020

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

Plans, develops, recommends, and administers a major program area within the Department of Veterans Affairs; 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 a related field.

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.*

Develops, implements, and enforces policies and procedures relative to the veteran program on a statewide basis. Responds to inquiries from state and county government officials concerning veteran programs. Facilitates information between the USDVA and the Kentucky Department of Veterans' Affairs. Requests and collects program data, and edits and analyzes data. Writes comprehensive program status reports for executive and managerial superiors. May manage a program budget. Develops program forms, spending allocations, and other managerial prerogatives. Makes regular visits to agency facilities or offices for the purpose of providing specialized services. Prepares, reviews, processes, and/or recommends approval of contracts, grants, and other program aspects. Reviews, analyzes, and reports impact of legislative, financial, or policy changes in respect to the programs. Communicates procedural or program changes to program staff, contractors, recipients, and other interested parties. Researches and writes grants. Coordinates administrative functions related to one or more veteran programs.

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 typically 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 drive a licensed vehicle. 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.