



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VETERANS CEMETERY MANAGER

Job Number: 21003750

Job Code: 21180V230916

Job Group: 2100 - MILITARY & EMERGENCY PREPAREDNESS

Job Established: 05/16/2022

Job Revised: 09/16/2023

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.*

Provides overall management of a State Veterans Cemetery and all committal services conducted within an assigned region of the state; 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 five years of experience in cemetery care taking, grounds maintenance, golf course greens keeping, landscaping, farming, military service, or other related experience.

Substitute EDUCATION for EXPERIENCE:

College courses or technical training in horticulture or a related field will substitute for the required experience on a year for year basis, or graduation from or completion of the National Cemetery Directors Management Course will substitute for the experience requirement.

Substitute EXPERIENCE for EDUCATION:

Additional administrative, horticulture, military service or research experience will substitute for the required education on a year for year basis.

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

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this job 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.*

Responsible for overall management of a State Veterans Cemetery and staff within an assigned region of the state. Oversees the day to day operations of the cemetery. Authorizes overtime and leave, recommends salary increases and promotions, and evaluates the performance of subordinates. Oversees all committal services that are conducted in the Veteran's cemetery. Works with funeral homes to establish eligibility for burial for Kentucky's veterans and their dependents. Reviews, implements, and monitors for compliance with state and federal regulations concerning death benefits and burial rights. Acts as a liaison between the Kentucky Department of Veterans Affairs, organizations, legislators, congressional staff, and media. Makes determinations regarding projects, programs, and benefits. Oversees the budget for a Veterans Cemetery. Coordinates all special events that are held on cemetery property.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves heavy lifting, bending, and stooping. Exposed to loud noises and sharp objects.

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

Work is performed outdoors in all types of weather conditions. Operates power equipment and handles pesticides.

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.