



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, VETERANS AFFAIRS	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under general direction, coordinates services to assist veterans, eligible dependents, survivors and reservists with admissions and enrollment procedures; interpret regulations related to veterans' educational benefits; authorize benefits payments.

**SCOPE:**

The Coordinator, Veterans Affairs coordinates services to inform veterans, eligible dependents, survivors and reservists of current GI Bill benefits, services and privileges available to them under Title XXXVIII (38); serves as a liaison to other departments.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates Veterans Affairs Program; authorizes payments to veterans, eligible dependents, survivors and reservists according to Federal rules, regulations, and guidelines.
2. Provides information to potential students regarding enrollment procedures to obtain veteran and dependent benefits; assists students in determining their educational rights as veterans; administers Federal and State assistance programs for veterans and their dependents.
3. Monitors program payments and makes adjustments to ensure timely payment of benefits; reviews educational plans, coursework and academic progress.
4. Prepares Federal and State audit responses and reports to ensure program compliance with Federal and State law. Contributes to the development of program goals and objectives.
5. Requests State accreditation for degree and certificate programs to maintain certification for GI bill payments.
6. Authorizes release of funds for books and supplies for disabled veterans; assists with year-end billing and payment of materials.
7. Attends Sonoma County United Veterans Council meetings and attends workshops and conferences.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
9. Serves as a lead worker for other Classified staff.
10. Supervises and trains student and short-term, non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Analyze the financial needs of veterans, eligible dependents, survivors and reservists to determine their financial aid eligibility; apply veterans benefits program in a fair, consistent and objective way; compile and analyze data concerning projected veterans financial assistance; work with disabled veteran populations; establish and maintain cooperative working relationships; provide effective customer service; communicate in English, both orally and in writing; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Federal and State programs that provide financial assistance to veterans; interviewing techniques; relevant Federal, State and local laws, rules, and regulations; Federal reconciliation processes and reporting processes; certificate and graduation requirements, including matriculation; standard productivity software and specialized programs designed specifically for financial aid GI Bill processes.

Preferred additional knowledge: Knowledge of needs' analysis, financial aid packaging, fee waivers, verification procedures, and Veterans Affairs Program eligibility guidelines.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Bachelor's degree.

#### *Experience:*

Increasingly responsible (2-4 years of full-time equivalent) financial aid and/or veterans' programs experience. Some experience with Veterans Affairs Programs.

### **LICENSE OR CERTIFICATE:**

Registration as Certifying Official with Department of Veterans Affairs.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.