

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
VETERANS BENEFITS SPECIALIST	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

**JOB DESCRIPTION:**

Under general supervision, assist veterans, eligible dependents, survivors and reservists with admissions and enrollment procedures; interpret regulations related to veterans' educational benefits; authorize benefits payments; and perform related work as required.

**SCOPE:**

The Veterans Benefits Specialist informs veterans, eligible dependents, survivors and reservists of current G.I. Bill benefits, services and privileges available to them under Title XXXVIII; serves as a liaison to other College departments; and maintains current knowledge of changes in legislation affecting Veterans Affairs Programs.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Administers Veterans Affairs Program; authorizes payments to veterans, eligible dependents, survivors and reservists under 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.
3. Monitors program payments and makes adjustments in payments as necessary to ensure timely and accurate payment of benefits, reviews educational plans, coursework and progress.
4. Reviews, revises and administers Federal and State assistance programs for veterans and their dependents.
5. Prepares program review materials, contributes to the development of program goals and objectives, and provides reports.
6. Prepares Federal and State audit responses and reports to ensure program compliance with federal and state law.
7. Requests State accreditation for degree and certificate programs to maintain certification for GI bill payments.
8. Authorizes release of books and supplies for disabled veterans; assists with year-end billing and payment of materials.
9. Attends Sonoma County United Veterans Council.
10. Maintains current knowledge of changes in Federal and State legislation affecting Veterans Affairs Programs; attends workshops and conferences.
11. Supervises and trains student assistants 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; 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; operation of personal computer software 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:*

An Associate's degree with related coursework.

#### *Experience:*

Increasingly responsible financial aid and/or veterans' programs experience. Experience with Veterans Affairs Programs preferred.

### **LICENSE OR CERTIFICATE:**

Registration as Certifying Official with Department of Veterans Affairs.