



# Trempealeau County Employment Opportunity Veteran's Service Officer

## **PURPOSE OF POSITION:**

Trempealeau County is seeking to fill the full-time position of Veteran's Service Officer. The purpose of this position is to plan, direct, and supervise veterans services; serve as the Veterans Service Officer per Wisconsin Statute 45, advise and assist U.S. military service veterans, spouses and dependents in securing eligible benefits and entitlements; advocate for veterans; and counsel and refer veterans to a variety of needed services. The work is performed under the general direction of the County Board Chair.

## **REQUIRED QUALIFICATIONS:**

Associate degree in Business, Public Administration or related field; three years of experience working with veterans or in a human service agency; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Supervisory experience preferred. A valid Wisconsin motor vehicle operator's license and available means of transportation required.

The Veterans Service Officer must meet the qualifications set forth in WI Statute Chapter 45. Candidates required to participate in a written exam. Exam is tentatively scheduled for June 25, 2019 - further information to be sent. Must successfully pass applicable background check.

## **COMPENSATION / BENEFITS:**

The 2019 annual wage range for this exempt position is \$49,150.40 to \$67,038.40, starting wage depending upon qualifications. Trempealeau County's compensation plan considers annual wage step increases. A comprehensive benefit package is offered to county employees including health insurance, pension, flex spending account, dependent care reimbursement, retirement, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance, paid holidays, vacation and sick leave.

All required application materials can be found at [www.tremplounty.com](http://www.tremplounty.com)

A completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

**June 17, 2019 at 4:30 p.m.**

**Trempealeau County Human Resource Department**

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: [hr@co.trempealeau.wi.us](mailto:hr@co.trempealeau.wi.us)

Visit our website at [www.tremplounty.com](http://www.tremplounty.com)

Equal Opportunity Employer / Affirmative Action

# 2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

*Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.*

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan  County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month  Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month  Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing.  Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire ( <i>may not be eligible for part-time positions</i> )	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None.  <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

*\*Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

## Trempealeau County Position Description

<b>Name:</b>		<b>Department:</b>	Veterans Service
<b>Position Title:</b>	Veteran's Service Officer	<b>FLSA:</b>	Exempt
<b>Date:</b>	May 2019	<b>Reports To:</b>	County Board Chair and Executive/Finance Committee

---

### Purpose of Position

The purpose of this position is to plan, direct, and supervise veterans services; serve as the Veterans Service Officer per Wisconsin Statute 45, advise and assist U.S. military service veterans, spouses and dependents in securing eligible benefits and entitlements; advocate for veterans; and counsel and refer veterans to a variety of needed services. The work is performed under the general direction of the County Board Chair.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Achieves and maintains accreditation by the Department of Veterans Affairs to present claims before the Department of Veterans Affairs as a representative of the Wisconsin Department of Veterans Affairs and National Service Organizations.

Conducts interviews with veterans and/or their surviving dependent(s) to ascertain their needs, advise which benefits they are eligible to receive and refers to appropriate agencies.

Prepares benefits applications for veterans and/or their surviving dependent(s) on appropriate VA forms.

Assists claimants in obtaining necessary information needed to support claims, including but not limited to: military discharge, military records, service treatment records, civilian medical records, nexus statements, medical opinions, statements in support of claim.

Conducts thorough research of military occupations, military engagements, medical conditions, nuclear, chemical and biological agents and their affect on the human body. This research is used as material evidence in support of disability claims.

Completes and files VA benefits claims for veterans and/or their surviving dependents(s).

Provides front-line, non-clinical counseling to veterans in distress to keep them calm and assist them in obtaining professional counseling services.

Requests veteran records from the National Personnel Records Center for use in claims processing.

Receives and responds to inquiries, complaints and concerns from clients and agencies. Researches and resolves problems regarding applications and information.

Investigates client aid eligibility.

Advocates on behalf of veterans. Assists with appeals for denied benefits, represents clients before federal and state veterans appeal authorities. Serves as veteran's liaison to Veterans Administration, VA medical centers, to government agencies and community services and resources.

Promotes veterans services. Organizes forums and workshops regarding veterans' issues. Prepares and distributes informational brochures, flyers, and other information. Prepares and gives public presentations.

Plans, prepares, recommends and submits department operating budget. Monitors department expenses and approves expenditures within budget mandates. Approves vouchers. Supervises purchase, repair and issuing medical equipment.

Assists veterans and their dependents or survivors in obtaining benefits from the Department of Defense to include Combat Related Special Compensation, retiree benefits, Tricare and ID cards.

Assists veterans in applying for available veterans benefits from the State of Wisconsin by initiating or reopening claims.

Assists veterans in obtaining necessary care from the VA Medical Facilities.

Serves as administrative secretary to Veterans Service Commission. Schedules meetings, prepares and posts agendas per open meeting law requirements. Submits recommendations for Veterans Service Commissioners to the County Board (Initial and re-appointments). Submits vouchers for aid to needy veterans for those approved by the Veterans Service Commission. Prepares and monitors veteran relief budget.

Plans, oversees and coordinates office activities. Develops department policies and procedures.

Hires, trains, counsels, and provides assistance to staff. Assigns, supervises and reviews employee tasks and projects. Prepares performance evaluations. Reviews and approves employee timesheets. Authorizes requests for time off, overtime, and expense payment.

Maintains knowledge of veterans' issues, resources, programs, benefits and entitlements. Attends conferences, seminars and workshops.

Maintains confidentiality regarding veterans records and needs.

Writes correspondence, announcements and reports. Gathers and organizes reports statistics. Prepares reports to County Board.

Visits homebound and hospitalized veterans.

Assists funeral directors with honor guards and other arrangements.

Participates in a variety of meetings.

Reports department activities and concerns to Executive/Finance Committee.

Writes and administers WI CVSO grant, WI Transportation grant and any others that may be available to assist the county's veterans.

Responds to emergencies involving veterans.

Completes necessary paperwork to have a veteran's military discharge recorded with the county Register of Deeds.

Certifies veterans eligibility and provides documentation for having the veteran identifier placed on WI issued drivers license.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Distributes grave markers and flags.

Loads and unloads medical loan shed equipment. Delivers equipment as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree in Business, Public Administration or related field; three years experience working with veterans or in a human service agency; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Supervisory experience preferred. A valid Wisconsin motor vehicle operator's license and available means of transportation required.

Special Requirement: The Veterans Service Officer must meet the qualifications set forth in WI Statute Chapter 45 and achieve the minimum test score established by the County.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as medical records, VA forms, Department of Defense forms, court records, billing invoices, vouchers, invoices, budgets, purchase orders, grant applications, financial statements, insurance documents, loan documents, tax returns, department reports, meeting minutes, performance evaluations, computer software operating manuals, statutes, administrative codes, veterans organization manuals, directories, maps, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with veterans, veterans' families, medical care providers, legislators, VA personnel, attorneys, law enforcement, various county agency personnel, care facility personnel, news media representatives, Social Security personnel, veterans organizations, financial institution personnel, legislatures, housing authorities, vendor representatives, County Board members, educators, counselors, military personnel and the general public.

**Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

**Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, computer, telephone, fax machine, calculator, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert very moderate to occasionally moderately heavy physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, irate individuals, intimidation, traffic hazards and disease. This exposure may cause some discomfort and presents a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date