

San Bernardino County

invites applications for the position of:

Director of Veterans Affairs



VETERANS AFFAIRS



DIRECTOR OF VETERANS AFFAIRS

Total compensation up to \$174,807 annually



Job Code: 04390

The San Bernardino County Department of Veterans Affairs, created in 1926, is the oldest County Veterans Affairs Office in the State of California and one of the oldest in the nation. It was created to help local veterans and their families obtain veterans' benefits from federal, state, and local agencies. Today the County has the fourth largest veteran population in the State.

With the continued and unwavering support of the Board of Supervisors, the department serves the more than 175,000 veterans and their families who reside within our County. At offices located throughout the County, our veterans' representatives work in concert with state employees, veteran service organizations, attorneys, and U.S. Department of Veterans Affairs (USDVA) staff to secure clients' benefits and ensure that our veterans enjoy the quality of life envisioned for all residents of our County.

To learn more about the Department and the County's Vision, visit:

Veteran's Affairs: <http://hss.sbcounty.gov/va/>

County Vision: <http://cms.sbcounty.gov/cao-vision/Home.aspx>

Our Mission

To honor the commitment and sacrifice of our veterans, military, and their families, and to promote awareness of their contributions and unique challenges, the department identifies and obtains benefits and services through advocacy, outreach and education, thereby contributing to the quality of life and well-being of our communities.

The County of San Bernardino seeks a qualified veteran for the position of **Director of Veterans Affairs** to direct the overall operations of the County's Department of Veterans Affairs, with responsibility for the departmental budget and ensuring the quality and effectiveness of programs and compliance with Federal and State law.

As the County's **Veterans Service Officer**, the Director is responsible for planning, organizing and directing a Countywide program to inform veterans and their dependents of their rights and benefits and assist them in pursuing and obtaining services provided by state and federal agencies and veteran's organizations. This includes responsibility for developing and implementing programs, policies, and procedures; developing a public relations program to disseminate information regarding veteran's services; making presentations and providing advice to community groups and individuals seeking services; and acting as a liaison between private and public agencies that benefit veterans.

The Director is also designated by the County Board of Supervisors as the **County Veterans Remains Officer**, and as such, in compliance with the Burial with Honor Act of 2012, is responsible for the proper internment of the unclaimed remains of veterans or their eligible dependents who die within the County.

This position is appointed by the County Board of Supervisors pursuant to Military and Veterans Code 970 and serves in the Unclassified Service at the pleasure of the appointing authority; it reports to the Assistant Executive Officer - Human Services.

SALARY AND BENEFITS



To view the complete list of Exempt Group B benefits offered, visit:

www.sbcounty.gov/hr/Benefits_ByOccu.aspx

Total Compensation up to **\$174,807 annually** *Including Excellent Benefits*

Retirement Benefits

- Generous County Pension; vested after 5 years (www.sbcera.org)
Example: employee with 30 years of service at age 60 receives life-time pension allowance of 79% (Tier 1) or 54% (Tier 2) of highest earning year's compensation for life.
- Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary (**up to \$10,295 annually**)
- Eligible employees may participate in **457(b)** Deferred Compensation Plan with County contribution of 1 time employee contribution up to 1% of base salary (**up to \$1,287 annually**)
- County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund, a retirement health savings account (**up to \$3,538 annually**)
- **Retirement Reciprocity** with CalPERS, CalSTRS, and '37 Act plans (Tier 1)

Health Benefits

- Medical and dental insurance provided for employee and eligible dependents
- Employer paid vision coverage for employee and eligible dependents
- Medical and dental premium subsidies to offset the cost of insurance premiums - up to **\$12,959 annually**
- Eligible to participate in Flexible Spending Account with up to **\$1,040 annual** County match

Paid Time Off

- Vacation Leave up to four (4) weeks annually with **cash-out option**
- Administrative Leave 80 hours annually
- Sick Leave 12 days annually with **unlimited accrual**
- 14 Paid Holidays annually



Miscellaneous Benefits

- Automobile allowance - **\$14,600 annually**
- Portable communication device allowance - **\$2,400 annually**
- \$1,000 tuition reimbursement annually
- Healthy Lifestyle Program health club membership up to \$324 annually
- Employer-paid term life insurance - \$50,000
- Variable group universal life insurance with County contribution of 50% of one (1) time annual base salary
- Long Term Disability 60% up to \$10,000 per month
- Short Term Disability 55% up to \$1,533 per week
- Eligible for Dependent Care Assistance Plan
- No deduction for Social Security
- **Relocation assistance available**

Annual Base Salary of \$128,687 with an increase to \$131,904 upon completion of 2080 hours of service

THE REQUIREMENTS



Candidates for Director of Veterans Affairs **must be veterans** who served in the active military, naval, or air service, and who were discharged or released therefrom under conditions other than dishonorable; applicants are asked to provide a copy of their DD Form 214 with their application materials. (*Military and Veterans Code Section 970*)

The **highly qualified candidate** will possess a combination of education and experience that includes a bachelor's degree in a relevant field and five years of progressively responsible experience managing a veteran's services or social services program, which has included organizational and personnel management, public relations, and fiscal and budgetary responsibility.

The **ideal candidate** will have extensive experience with an organization that provides services to veterans of the United States Armed Forces and be knowledgeable of and an advocate for services and benefits available to veterans. In addition, the ideal candidate will have excellent communication and interpersonal skills to work in partnership with County, State, Federal, and community agencies and build positive and constructive relationships to benefit our veterans; lead with integrity and inspire staff to provide services in an effective, efficient, and respectful manner; promote diversity and inclusion; and have experience working with diverse populations. The future Director will also be a fiscally responsible administrator, with experience handling personnel issues and able to solve problems with long term solutions.



Veterans Affairs

Lead Our Team



Statewide and nationwide travel is occasionally required; assignments and attendance at meetings and conferences, sometimes occurring after normal business hours and weekends, necessitates a flexible work schedule.

Accreditation: *The Director of Veterans Affairs must be recognized by the General Council of the US Department of Veteran's Affairs as an accredited representative, qualified by ability and experience to present veteran's claims; accreditation must be obtained within one year of hire.*

THE COUNTY OF SAN BERNARDINO

Located in the beautiful Inland Empire, the County of San Bernardino offers visitors and residents an exhilarating mixture of recreation, entertainment, academia, culture, history, and hospitality.

The largest County in the contiguous United States, its vast borders stretch from the greater Los Angeles area to the Arizona and Nevada borders. The County is comprised of 24 incorporated cities and towns, with over 2 million residents.

The County offers affordable housing and supports the creation of urban environments and protection of rural lifestyles to design senses of place that reflects local community values and history. Our communities boast excellent school systems, including local private and public colleges and universities.

San Bernardino County is ideally located in the heart of Southern California with easy access to a network of local highways and airports, and Southern California's many attractions.

The County's geographic diversity includes deserts, mountains, and arid valleys that enjoy an average of 340 plus days of sunshine each year, making San Bernardino County the ideal place to work, live, and play.



THE APPLICATION AND SELECTION PROCESS

Interested candidates are invited to apply for **Director of Veterans Affairs** online at www.sbcounty.gov/hr or by submitting a detailed resume to: ExecRecruit@hr.sbcounty.gov.

Applications/resumes will be accepted until a sufficient number of qualified candidates have applied.
Interested candidates are encouraged to apply ASAP as recruitment may close at any time.

The most highly qualified candidates will be referred to the appointing authority for an interview.

www.sbcounty.gov/hr

Contact Information:

Silvia Zayas
Human Resources
157 West 5th Street
San Bernardino, CA 92415
(909) 387-5575
ExecRecruit@hr.sbcounty.gov