

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**VETERANS ASSISTANCE PROGRAM DIRECTOR**

**I. INTRODUCTION**

Purpose of this Classification Specification

This classification specification is the basic authority (under Wis. Admin. Code ER 2.04) for making classification decisions relative to the professional administrative position functioning as the Director of the Veterans Assistance Program (VAP) in the Bureau of Veterans Services, Department of Veterans Affairs (DVA). The position allocated to this classification must meet the statutory definition of supervisor and manager as defined in s.111.81(13) and (19), Wis. Stats.

**II. DEFINITION**

VETERANS ASSISTANCE PROGRAM DIRECTOR

This position is responsible for directing the operations of the VAP, a statewide service which provides counseling services to veterans. The position develops policies and procedures for the operation and administration of the VAP; directs the operation of the assistance centers located throughout the state including determining budget and funding needs for each center, monitoring the financial and operations reporting, and establishing and maintaining memorandums of understanding with other state and federal agencies that provide support to the VAP area centers; directs the review and evaluation of veterans benefits offered by other government and private agencies and is responsible for coordination of those benefits with DVA's benefit programs; manages the VAP contractor selection process; directs the work of counselors who provide benefit services to veterans within the criminal justice system and provides discharge review assistance; evaluates grant sources and assists with grant applications; and supervises VAP staff. The position reports to the Director, Bureau of Veterans Services.

**III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.