

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 8446110**

<b>Veterans Education Program Representative 1</b>	<b>Grade 22</b>	<b>8446110</b>
<b>Veterans Education Program Representative 2</b>	<b>Grade 26</b>	<b>8446120</b>
<b>Veterans Education Program Manager</b>	<b>M-3</b>	<b>8446140</b>

Brief Description of Class Series

Veterans Education Program Representatives are responsible for ensuring the quality of on-the-job training, apprenticeship, and non-college degree educational programs for and used by veterans. The positions perform or supervise on-site reviews and evaluations of educational institutions to enhance the quality and standards of instructional programs in which veterans participate, including review of curricula, and counseling services.

The positions are only classified at the Division of Veterans' Services.

Distinguishing Characteristics

*Veterans Education Program Representative 1:* full performance level; conducts compliance surveys and provides technical assistance to educational institutions.

*Veterans Education Program Representative 2:* first supervisory level; conducts compliance surveys and prepares reports concerning the evaluation of educational, on-the-job training, and apprenticeship programs pursuant to federal Veterans Affairs requirements.

*Veterans Education Program Manager:* managerial level; directs and develops a continuous system of programs and courses offered to veterans by educational institutions.

Illustrative Tasks

*Veterans Education Program Representative 1*

Conducts compliance surveys of various educational programs such as institutions of higher learning, non-college degree, on-the-job training and apprenticeship programs to

ensure compliance with applicable laws and U.S. Department of Veterans Affairs regulations.

Performs on-site reviews and evaluations of educational institutions to enhance the quality and standards of the programs utilized by veterans.

Reviews and evaluates surveys to identify discrepancies and provide corrective action to the facility and Veterans Affairs.

Provides technical assistance and advice to educational institutions with the preparation of applications to train veterans.

Prepares reports for submission to Veterans Affairs concerning on-site visitation evaluations.

Provides assistance and advice to veterans concerning various institutions and programs.

Investigates and resolves complaints submitted by veterans or veterans' groups.

#### *Veterans Education Program Representative 2*

Performs all duties of a Veterans Education Program Representative 1.

Inspects and approves programs for veterans' educational benefits.

Reviews proposed legislation and regulations and prepares recommendations.

Develops and amends the procedures and policies affecting the Bureau's responsibilities in performing the State Approving Agency function.

Prepares reports for submission to Veterans Affairs concerning on-site visitation.

Develops and directs a program of consultative services to the providers of licensing and professional certification examinations.

Performs the full range of supervisory duties (e.g., performance evaluations and time and attendance).

#### *Veterans Education Program Manager*

Performs all duties of a Veterans Education Program Representative 2.

Plans, develops, initiates and maintains a continuous system of accredited and non-accredited programs and courses offered to veterans by educational institutions.

Develops and directs a program of consultative services to schools, colleges, apprenticeship programs, job training establishments, and providers of licensing and certification examinations that offer programs to veterans.

Approves all new programs of education and training as well as periodic renewal of existing approvals.

Amends or withdraws approvals when criteria are no longer met.

Serves as liaison with USDVA on VA education benefits.

Manages program contracts, budget and personnel activities.

Performs the full range of administrative supervisory duties.

### Minimum Qualifications

#### *Veterans Education Program Representative 1*

Open Competitive: master's degree and two years of related professional experience \* as described below:

1. two years of professional experience\* in a position where 50% or more of your duties involved the administration, oversight, regulation, or coordination of a Veterans' education program to include degree programs within institutions of higher learning, certification programs, On-The-Job Training/Apprenticeship programs, or Distance Learning programs; or
2. two years of professional experience\* in the review, evaluation, or approval of education programs for federal approval, regional, or state accreditation purposes, to include degree programs within institutions of higher learning, certification programs, on-The-Job Training/Apprenticeship programs, or Distance Learning programs; or
3. two years of professional experience\* in an educational or governmental organization in an administrative position with major responsibilities for one or more of the following: educational program planning, education program evaluation, or educational program auditing for degree programs within institutions of higher learning, certification programs, On-The-Job Training/Apprenticeship programs, or Distance Learning programs.

*Veterans Education Program Representative 2*

Promotion: one year as a Veterans Education Program Representative 1.

Open Competitive: master's degree in any field and four years of related experience \* as described in No. 1, 2, or 3 above for Veterans Education Program Representative 1.

*Veterans Education Program Manager*

Promotion: one year as a Veterans Education Program Representative 2.

\*Substitution: One year of active service with an honorable discharge from the United States military or under conditions in the NYS Restoration of Honor Act substitutes for one year of general experience. A PhD may substitute for one year of experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2024

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