**Class Summary**

The responsibilities of this classification include engaging military service members and veterans in structured assignments in order to gain experience to progress into a new occupational field. Incumbents in this classification receive guidance on workplace behavior, competencies, individual responsibilities, and the development of specific occupational skill sets.

**Distinguishing Characteristics**

This is the second level in a three level classification series. Incumbents in this classification perform entry-level to journey-level duties in a training capacity. This classification is distinguished from the Veteran Fellow I in that incumbents perform entry-level duties in a training capacity. The Veteran Fellow III is distinguished from this classification in that incumbents perform journey-level to senior-level duties in order to expand knowledge in their current field of expertise.

Incumbents in this classification are limited to military service members and veterans who are accepted into the Vets 4 Hire Fellowship Program for a maximum of 2080 hours.

**Examples of Duties**

In a training capacity and under supervision, examples of work to be performed include, but are not limited to, the following:

1. Research, analyze, and make recommendations for the solution of a variety of issues regarding budget, organization, program, or personnel.
2. Document, develop, code, test, configure, install, troubleshoot, and/or repair software, hardware, and applications.
3. Perform construction, alteration, repair work, electrical, electro-mechanical, general maintenance, building and painting duties.
4. Perform a wide variety of maintenance and repair work, grounds keeping work, and warehouse and storage tasks.
5. Organize, transcribe, calculate, record and retrieve data, and perform customer service functions.
6. Design, draft, install, maintain, repair, and/or modify various types of equipment, maps, commercial artwork, photographic work, or electronic and wire communication.
7. Perform other duties as assigned.

**Knowledge/Skills**

Ability to communicate effectively, in person and in writing

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

Other knowledge, skills, abilities determined to be necessary to meet the business needs of the employing unit may be required

**Education and Experience Requirements**

Bachelor’s degree, attending graduate school, or enlisted military experience at grade E4-E6

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | Veteran Fellow I  Veteran Fellow II  Veteran Fellow III |
| **Class History** | Created 09/2015  Updated 11/2020 |