**Class Summary**

The responsibilities of this classification include engaging military service members and veterans in structured assignments in order to expand current knowledge to successfully progress into a specific occupational field. Incumbents are provided mentoring and guidance on workplace behavior, competencies, individual responsibilities, and the development of specific occupational skill sets. Incumbents in this classification have the opportunity to perform more complex assignments and have greater opportunities for input and decision-making.

**Distinguishing Characteristics**

This is the third level in a three-level classification series. Incumbents in this classification perform journey-level duties under limited supervision. This classification is distinguished from the Veteran Fellow II in that incumbents perform entry-level to journey-level duties in a training capacity.

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

**Examples of Duties**

In a training capacity and under limited 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**

Graduate degree or military experience as an officer, or enlisted at grade E7-E9

**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 |