# POSITION DESCRIPTION

# Assistant Secretary for Veterans’ Employment and Training, Department of labor

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| **OVERVIEW** | |
| Senate Committee | Health, Education, Labor and Pensions jointly with Veterans Affairs |
| Agency Mission | To foster and promote the welfare of job seekers, wage earners and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment and protecting benefits |
| Position Overview | The assistant secretary leads Veterans’ Employment and Training Service (VETS) in its mission to prepare America's veterans, service members and their spouses for meaningful careers, provide them with employment resources and expertise, protect their employment rights, and promote employment opportunities for them. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Labor |
| **RESPONSIBILITIES** | |
| Management Scope | In fiscal 2016, VETS had an actual budget of $271.1 billion and 245 full-time equivalents. |
| Primary Responsibilities | * Administers Department of Labor (DOL) programs for the provision of employment and training services designed to meet the needs of veterans * Ensures maximum effectiveness and efficiency in providing services and assistance to eligible veterans under all programs by coordinating and consulting with the secretary of veterans affairs with respect to:   + Programs conducted, with particular emphasis on coordinating activities that include readjustment counseling; apprenticeship; or other on-the-job training programs, rehabilitation and training   + Determinations covering veteran population in a state * Ensures, in conjunction with DOL’s Employment and Training Administration, that veteran employment, training and placement activities are carried out in coordination and cooperation with appropriate state public-employment service officials * Makes available for use in each state by grant or contract such funds as may be necessary to support:   + Disabled veterans outreach program specialists   + Local veterans employment representatives   + Participation in the National Veterans’ Employment and Training Services Institute * Monitors and supervises on a continuing basis the distribution and use of funds allocated for the states * Establishes, and updates as appropriate, a comprehensive performance accountability system and carries out annual performance reviews of veterans employment, training and placement services provided through employment service delivery systems, including through disabled veterans outreach program specialists and local veterans employment representatives in states receiving grants, contracts or awards * Furnishes information to employers, with advice and assistance from the advisory committee on veterans employment and training, and employer outreach (through in-person meetings with hiring executives of corporations and otherwise) regarding the training and skills of veterans and disabled veterans—and the advantages for employers that hire veterans with such training and skills—and facilitates employment of veterans and disabled veterans through participation in labor exchanges (internet-based and otherwise) and other means |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Experience or demonstrated ability managing training programs at the state level * Experience or demonstrated ability working with or in state and local government * Experience as a veteran or working with veterans and veteran organizations * Experience working with Congress |
| Competencies | * Strong communication and interpersonal skills * Excellent leadership skills |
| **PAST APPOINTEES** | |
| Michael Herman Michaud (2015 to 2016): Ex-Officio Member, Advisory Committee on Minority Veterans, Office of the Secretary, Department of Veterans Affairs; Representative, House of Representatives; Honorary Chairman, Mill To The Hill PAC | |
| Keith Kelly (2011 to 2012): Chair and Vice Chair, Veterans Affairs Committee, National Association of State Workforce Agencies; Commissioner, Montana Department of Labor and Industry; Administrator, Unemployment Insurance Division, Montana Department of Labor and Industry | |
| Raymond M. Jefferson (2009 to 2010): Leadership Consultant, McKinsey & Company; Deputy Director, State of Hawaii’s Department of Business, Economic Development and Tourism | |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)