

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.20
(ID # 7068)

MEETING DATE:
Tuesday, May 22, 2018

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES AND EXECUTIVE OFFICE: Adoption of Board Policy C-3 - Veterans Preference Policy, and Board Policy C-20 - Veterans Education and Training Policy, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Board Policy C-3 - Veterans Preference Policy;
2. Approve Board Policy C-20 - Veterans Education and Training Policy and;
3. Direct the Clerk of the Board to post the Board Policies on the Board Policy website.

ACTION: Policy

Michael Bowers

Michael Bowers, Interim HR Director

5/14/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: May 22, 2018
xc: HR, All Dept's.

Kecia Harper-Ihem
Clerk of the Board

By: *[Signature]*
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	17/18

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On December 12, 2017 (Agenda Item 3.57, MT #5986), the Board of Supervisors approved the creation of several initiatives focused on providing multi-pronged support of the County of Riverside's veterans including initiatives that provide full funding for Veterans Services Officers in accordance with the State Veterans Code, electronic access to veteran military service records, creation of Veterans' Employment Preference programs, Veterans Internship Programs, and exploration of a possible study on the State of Riverside County Veterans with Community Transitional Research Institute (CTRI) covering aspects of veterans' health, housing, homelessness, education, vocational training, mental health and employment needs.

Riverside County is the proud home of 132,228 veterans, according to the latest federal and state data. The County has a longstanding Veteran Employment Preference Program that provides a point preference for veterans seeking employment with the County of Riverside. The goal of the following proposed policies is to further enhance the County's services to veterans by increasing the ability to successfully attract and retain veterans to the County.

Policy C-3 Veterans Preference Policy:

In an effort to honor the men and women in our armed forces, and to continue benefiting from their talents, training, and dedication to public service, Riverside County will be expanding the opportunities for civilian employment to our external veteran candidates. This policy will provide veterans, and their spouse, opportunities to receive interviews in the selection process for employment and internship openings with the County of Riverside. The County's veterans' preference consideration will be applied to all competitive employment processes, including the County's Internship Program. Veterans and their spouse must apply for positions and will be given an interview if they:

1. Meet the minimum qualifications,
2. Meet any other required special qualifications,
3. Achieve a passing score for examination (where required); and
4. Provide evidence that they have the skills required of the position.

Policy C-20 Veterans Education and Training Policy (VET):

To continue Riverside County's dedicated effort to provide opportunities to the brave men and women in our armed forces, the Veterans Education and Training (VET) Program provides

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eligible veterans a unique professional training opportunity. The program allows the County to offer temporary apprenticeship or on-the-job training opportunities throughout county departments in a variety of occupational areas. Program participation also includes opportunity for continued learning through Human Resources Talent Management Division.

VET is dedicated to enhancing veterans' existing knowledge, skills, and abilities while simultaneously developing quality internal candidates. This program is an effective tool for broadening veterans' skills to be competitive candidates for regular county careers and provide them with opportunities for upward career mobility and longevity, while continuing their service to the public. This is one of many veteran initiatives making it possible for the County to continue to benefit from their talents, dedication, and training.

Prev. Agn. Ref.: 12/12/2017, Item No. 3.57 District: All

Impact on Residents and Businesses

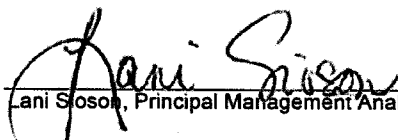
This Board action will provide more opportunities for veterans and their families in our region.

Additional Fiscal Information

This Board action does not have any fiscal impact on the County of Riverside.

ATTACHMENTS:

- Board Policy C-3 – Veterans Preference Policy
- Board Policy C-20 – Veterans Education and Training Policy



Lani Sison, Principal Management Analyst

5/16/2018



Gregory V. Priamos, Director County Counsel

5/15/2018

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
VETERANS PREFERENCE POLICY	C-3	1 of 2

1. OVERVIEW:

In an effort to honor the men and women in our armed forces, and to continue benefiting from their talents, training, and dedication to public service, Riverside County will be expanding the opportunities for civilian employment to our external veteran candidates.

Veterans' Preference provides veterans, and their spouse, opportunities to receive interviews in the selection process for employment and internship openings with the County of Riverside. The County's veterans' preference consideration will be applied to all competitive employment processes. Veterans and their spouse must apply for positions and will be given an interview if they:

1. Meet the minimum qualifications,
2. Meet any other required special qualifications,
3. Achieve a passing score for examinations (where required); and
4. Provide evidence that they have the skills required of the position.

Note: Only individuals, who have provided proof of eligibility by the job-posting deadline, will receive Veterans' Preference designation, regardless of having marked 'yes' to being a veteran or a qualifying family member during the application process.

2. TYPES OF PREFERENCE AND PROOF OF ELIGIBILITY:

All applicants claiming veterans' preference status are required to submit documented proof of an Honorable or General Discharge to receive preference status.

3. VETERANS:

Veterans with a minimum of 90 days in service during war time period and total prior active service may be considered in determining qualification for Veterans' Preference. For consideration, applicants must provide a legible copy of Form DD-214 or NGB-22 Certificate of Release or Discharge from Active Duty, as directed during the application process.

4. DISABILITY:

In addition to the Form DD-214 or NGB-22, applicants must supply an official letter of service-related disability from the U. S. Veteran's Administration. Disability must be at least 10 percent and service-connected. A photocopy of the official notification from the Veteran's Administration is acceptable proof of service-related disability. Unofficial notification is not acceptable.

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5. SPOUSAL PREFERENCE:

A. Spouses of a disabled veteran may qualify for veteran's preference providing the disability is 100%. A copy of a Member-4 Form DD-214 or NGB-22 and letter of eligibility from the U.S. Veteran's Administration reflecting 100% disability must be submitted to the Human Resources department. The letter must state that the spouse is eligible for the preference.

B. A surviving spouse of a veteran who died of service-connected causes must provide a copy of a Member-4 Form DD-214 or NGB-22 and a letter from the U.S. Veteran's Administration to the Human Resources department. The letter must state that the surviving spouse is eligible for the preference.

6. NATIONAL GUARD AND RESERVISTS:

National Guard and Reservists are entitled to the same veterans' preference as active duty, including cases of disability or spousal. Persons requesting preference are required to provide a legible copy of Member-4 Form DD-214 or NGB-22 and a letter of service-related disability, if applicable, to the Human Resources department.

7. REFERENCES:

38 U.S.C. 101- U.S. Code and 38 CFR 74.1 guidelines
OPM VetGuide Appendix A

Reference:

Minute Order x.xx of 05/22/18

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VETERAN EDUCATION AND TRAINING (VET) PROGRAM POLICY	C-20	1 of 2

1. OVERVIEW

To continue Riverside County's dedicated effort to provide opportunities to the brave men and women in our armed forces, the Veterans Education and Training (VET) Program provides eligible veterans a unique professional training opportunity. The program allows the County to offer temporary apprenticeship or on-the-job training opportunities throughout county departments in a variety of occupational areas. Program participation also includes opportunity for continued learning through Human Resources Talent Management Division.

The VET Program is dedicated to enhancing veterans' existing knowledge, skills, and abilities while simultaneously developing quality internal candidates. This program is an effective tool for broadening veterans' skills to be competitive candidates for regular county careers and provide them with opportunities for upward career mobility and longevity, while continuing their service to the public. This is one of many veteran initiatives that enables the County to continue to benefit from their talents, dedication, and training.

2. PROGRAM ADMINISTRATION:

VET Program opportunities are offered through the County's Temporary Assignment Program (TAP). The number of training opportunities will be dependent upon department funding. Additionally, efforts will be made to partner with internal and external organizations to secure additional funding and possible grant opportunities. VET Program participation will be limited to a maximum of 24 months.

3. ELIGIBILITY REQUIREMENTS:

Veterans with a minimum of 90 days of active duty service in the United States Military and discharged under honorable conditions may be considered in determining eligibility for the VET Program.

To be considered, Veterans must apply to a program opening through the Human Resources Department Temporary Assignment Program and provide a legible copy of Form DD-214 or NGB-22 Certificate of Release or Discharge from Active Duty, as directed during the application process. Veterans must also meet the following requirements:

1. Meet any required special qualifications, and
2. Achieve a passing score for examinations (where required).

Note: Only individuals who have provided proof of eligibility by the job posting deadline, will be considered, regardless of having marked 'yes' to being a veteran during the application process.

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4. NATIONAL GUARD AND RESERVISTS:

National Guard and Reservists called to Federal active duty and were discharged under honorable conditions may be considered in determining eligibility for the VET Program, including cases of disability. Guard and reserves that serve active duty only for training purposes do not qualify for the Program unless they incurred a service connected disability while in training status. Persons applying to the VET Program are required to provide a legible copy of Form DD-214 or NGB-22 and a letter of service related disability, if applicable, as directed during the application process.

5. REFERENCES:

38 U.S.C. 101- U.S. Code and 38 CFR 74.1 guidelines
OPM VetGuide Appendix A

Reference:

Minute Order x.xx of 05/22/18