

DEPARTMENT OF VETERANS AFFAIRS

VETERANS SERVICES DIVISION
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California Veteran Reintegration Program Fact Sheet Employment

STATE EMPLOYMENT

Veterans' Preference can be applied to a veteran's eligibility for qualifying open and open, non-promotional examinations. To determine if the exam being administered qualifies for Veterans' Preference, please review the examination bulletin. Veterans' Preference will be awarded as follows, starting on January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

To apply for Veterans' Preference, the following must be submitted:

1. Legible copy of DD214
2. Veteran's Preference Application Form (SPB 1093)

NOTE: If you are applying for Veterans' Preference as a spouse, widow or widower of a Veteran, additional documentation is required. Please review the specific requirements on the Instructions section of the Veteran's Preference Application Form (SPB 1093).

Submit copies of the completed SPB 1093 Form and supporting documents to:

California Department of Human Resources
ATTN: Examination Unit
1515 S Street
Sacramento, CA 95811

Once CalHR has approved your application for Veterans' Preference, your information will remain on file for all future qualifying examinations.

How Veterans' Preference is applied to Open Eligibility Lists

If you are currently competing in a State civil service examination for which Veterans' Preference will be granted, you will automatically be added to the top rank, provided your

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application for Veterans' Preference is approved before the eligible record is created. If you were previously successful in a State civil service exam for which Veterans' Preference was granted, you must provide a copy of your approval letter to the testing office that administered the examination in order to request that your preference be applied.

Veterans may participate in Promotional Examinations

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations, including examinations for Career Executive Assignments (CEA), for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

Veterans who are Current/Former Employees

Individuals receiving Veterans' Preference are not eligible for Career Credits pursuant to Sections 18950.1, 18951, and 18951.5. Veterans who achieve permanent civil service status with the State are not eligible to receive Veterans' Preference pursuant to Section 18973.5.

Permanent civil service status is the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent civil service status and subsequently resigned or were dismissed from State Civil Service are not eligible to receive Veterans' Preference pursuant to Section 18973.5.

Contact CalHR Examination Unit with questions regarding Veteran's Preference:

California Department of Human Resources
1515 S Street
Sacramento, CA 95811
(866) 844-8671

Telephone Communication Service for the Deaf and Hard of Hearing:
California Relay Service, From TDD: (800)735-2929, From Voice (800) 735-2922.
California Relay (Telephone) Service, From TTY: 711 (NATIONAL RELAY SERVICE)

Steps to Getting a State Job

To apply for state employment, create an account online. Go to <http://jobs.ca.gov> and, under "Sign In to My Profile, User I.D.," select "Create a New Profile". After completing the registration process and safely stored the user ID and password for future use, an individual may complete an application or save the profile and return to it later. To find job vacancy

listings, go to <http://jobs.spb.ca.gov/wvpos/index.cfm>.

Programs for Veterans

The Employment Development Department (EDD) is California's designated state workforce agency. The Veterans' Program is a grant-funded program administered by the EDD Workforce Services Branch. The EDD Disabled Veterans' Outreach Program (DVOP) specialists and Local Veterans' Employment Representatives (LVER) staff are located at the America's Job Centers of California to coordinate, along with partner agencies, a wide array of services, including but not limited to, employment services, job training, vocational education, supportive services, and participation in community college programs. The DVOP specialists focus their efforts on those economically or educationally disadvantaged veterans who can reasonably be expected to benefit from improved employability as a result of the receipt of intensive services. These veterans will receive priority service within the America's Job Centers of California, including:

- Comprehensive assessment of education, skills, and abilities;
- Employability development plan to identify employment goals, interim objectives, and appropriate services that will enable the veteran to meet his or her employment goals;
- In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Group and individual career coaching; and
- Short-term pre-vocational services that may include the development of learning and communication, interviewing, and personal maintenance skills; and professional conduct to prepare individuals for career goals.

The LVER staff reaches out to employers, assists veterans in job development contacts, conducts job search workshops, and establishes job search groups. They also facilitate employment, training, and placement services to promote the hiring of veterans. The LVER concentrates on individualized job development services for veterans, especially those determined to be job ready after receipt of intensive services from a DVOP specialist.

Veterans may qualify for assistance under the Workforce Investment Act which includes:

- Alternative school services;
- Follow-up services;
- Guidance counseling;
- Leadership development;
- Mentoring;
- Occupational skills training;
- Paid and unpaid work experience (such as internships, apprenticeships, and job shadowing)
- Supportive services;
- Tutoring, study skills training, and instruction leading to completion of secondary school.

Special assistance is available for veterans with service connected disabilities. To locate the nearest America's Job Center of California, call the America's Service Locator at (877) US-2JOBS toll free or go to <http://www.americasjobcenter.ca.gov/>.

CalJOBS

CalJOBS provides online access to California's workforce resources, including employment and labor market information for the State of California. The system allows both employers seeking to fill job openings and individuals seeking employment to easily search for jobs, build résumés, access career resources, and gather information on education and training programs. CalJOBS can be accessed 24/7 using any computer with internet access. It has the largest database of job seekers in California, and provides information about jobs throughout the State.

Veterans receive a 24-hour priority on job listings, can view job opportunities anywhere in California, and can submit applications directly to employers for consideration. For more information, go to www.caljobs.ca.gov.

Apprenticeship

Apprenticeships combine classroom instruction with paid, supervised, on-the-job training by experts in the field. The California Department of Industrial Relations Division of Apprenticeship Standards maintains a database of available apprenticeships by craft and geographic region and ensures that apprenticeships are not exploited. Candidates must meet minimum qualifications, including physical ability and willingness to work under the required job conditions, and apply with an employer in the field, the appropriate union, or EDD. Aptitude and other tests may be required and there may be a waiting list. For a list of local or regional apprenticeship opportunities, go to www.dir.ca.gov/databases/das/aigstart.asp. Interested employers can find information on how apprenticeships work and how to contact the Division of Apprenticeship Standards by going to: <http://www.dir.ca.gov/DAS/Employers.htm>.

Unemployment Benefits

The Unemployment Insurance (UI) program operates under federal and state law to provide benefit payments to eligible workers who have become unemployed through no fault of their own or are working less than full-time at the time they file their claim. The program is financed by contributions from employers who pay a tax based on a percentage of wages of workers covered by the program. Those who have served in the military for the last 18 months and become unemployed should call the EDD immediately to file for UI benefits. When filing for UI benefits, recently discharged veterans must provide information from their Certificate of Release or Discharge Form Active Duty, DD Form 214 or NOAA Form 56-16 (or when not available, Orders to Report, or Orders of Release may be used). If you do not have this documentation, EDD can help veterans obtain the necessary information to file a claim. The eApply4UI application is available online at www.edd.ca.gov or by calling at (800) 300-5616.

FEDERAL EMPLOYMENT

The federal government has laws providing veterans' preference and special appointing authorities for veterans and recognizes that hiring veterans is just good business.

By law (Title 5 USC, Section 2108), veterans who are disabled or who serve on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over non-veterans both in federal hiring practices and in retention during reductions in force.

Furthermore, the National Defense Authorization Act of 2006 (Public Law 109-163) extends

veterans' preference to those individuals who served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning on September 11, 2001, and ending on a future date prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom; and, who were discharged or released from active duty in the armed forces under honorable conditions.

Preference does not have as its goal the placement of a veteran in every vacant federal job; this would be incompatible with the merit principle of public employment. It does not apply to promotions or other in-service actions either. However, preference does provide a uniform method by which special consideration is given to qualified veterans seeking federal employment.

Preference applies in hiring from civil service examinations, for most excepted service jobs, and when agencies make temporary appointments or use direct hire and delegated examining authorities from the U.S. Office of Personnel Management (OPM). The OPM's Vet Guide can be viewed at: <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>. This Guide explains the special rights and privileges that veterans enjoy in federal civil service employment and how veteran's preference and the special appointing authorities for veterans operate within the system.

When applying for federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference due to a service-connected disability must complete Standard Form (SF) 15, Application for 10-Point Veteran Preference.

The Department of Labor's Office of the Assistant Secretary for Policy and Veterans' Employment and Training Service helps veterans determine the type of preference to which they are entitled, the benefits associated with the preference and the steps necessary to file a complaint due to the failure of a federal agency to provide those benefits.

For more information, go to the United States Office of Personnel Management website at www.usajobs.gov or www.fedshirevets.gov.

VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT

Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized are protected in employment by the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, 38 USC 4212.

The law requires that employers with federal contracts or subcontracts of \$25,000 or more provide equal opportunity and affirmative action for Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

A Vietnam-era veteran is a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; or (3) served on active duty for more

than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

A special disabled veteran is a person who is entitled to compensation under laws administered by the VA for a disability rated at 30 percent or more; or rated at 10 or 20 percent, if it has been determined that the individual has a serious employment disability; or a person who was discharged or released from active duty because of a service-connected disability.

As a part of affirmative action, federal contractors and subcontractors are required to list with the local state employment service all employment openings except for executive and top management jobs; jobs which the contractor expects to fill from within; and jobs lasting 3 days or less.

If a covered veteran believes he/she has been discriminated against by a federal contractor or subcontractor, he or she may file a complaint. Complaints may be filed with the Office of Federal Contract Compliance Programs (OFCCP) or through the local Veteran's Employment Representative at a local state employment service office.

If any covered veteran believes a contractor of the United States has failed to comply or refuses to comply with contract provisions relating to the employment of veterans, the veteran may file a complaint with the OFCCP.

For more information about VEVRAA, go to https://www.dol.gov/ofccp/regs/compliance/faqs/vevraa_faq.htm or call (866) 487-2365 or (800) 397-6251. To locate the district or area office, go to www.dol.gov/ofccp/contacts/ofnation2.htm#California.