



# MILITARY & VETERANS AFFAIRS OFFICER



**BOB MURRAY & ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

Photos provided by  
Monterey County  
Convention & Visitors Bureau

## THE COMMUNITY

The County of Monterey is a diverse community set in a picturesque coastal location and offers tourists and residents alike the comfort of a moderate Mediterranean climate, miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys.

Boasting such world-renowned attractions as the spectacular Big Sur Coast, Laguna Seca Raceway, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach – possibly the world’s most famous golf course, it’s easy to see why over 450,000 residents choose to live here and an estimated four million visitors a year make the County of Monterey their destination of choice.

In addition to a thriving tourist trade, the County’s economy is largely based in a vigorous agricultural industry. Known as the “Salad Bowl of the World” the Salinas Valley provides fresh strawberries, vegetables, wine grapes and leafy greens to the entire country. California’s 16th largest county provides many educational opportunities including California State University at Monterey Bay, the Middlebury Institute of International Studies at Monterey, Monterey Peninsula College, Hartnell College, the Defense Language Institute, and the Naval Postgraduate School. All these factors combine to make the County a healthy, economically diverse region eager to foster and sustain an enriching lifestyle for its residents.

## THE ORGANIZATION

At the local level, the County of Monterey is governed by a Board of Supervisors. Like all governing bodies, the Board of Supervisors is empowered with both legislative and executive authority over the entirety of the county and is the primary governing body for all unincorporated areas within the County’s boundaries. The Board has five elected members, each representing a district in the County.

The mission of the County of Monterey is to excel at providing quality services for the benefit of all county residents while developing, maintaining, and enhancing the resources in the area. The County operates according to the following values:

- Assure honesty and integrity in all county actions;
- Provide top quality customer service;
- Practice continuing innovation; and,
- Treat fellow employees, customers, and residents with respect and courtesy at all times.

## THE MILITARY & VETERANS AFFAIRS OFFICE

Monterey County’s Military & Veterans Affairs Office is dedicated to serving veterans, their dependents, and survivors by helping them obtain benefits, services, and resources, while exemplifying the utmost respect and courtesy, in honor of their service.



## MISSION STATEMENT

*The Monterey County Military & Veterans Affairs Office (MVAO) provides advocacy, assistance and services designed to enhance the lives of the County’s veterans who served their country in the Armed Forces, their families, and their survivors. We assist in obtaining entitlements and services from the U.S. Department of Veterans Affairs (VA), U.S. Department of Defense (DOD), California Department of Veterans Affairs (CDVA), and local programs for eligible veterans and their families.*

Monterey County Military & Veterans Affairs employees are dedicated to providing these services in a customer friendly environment with quality second to none.

**The Office of Military & Veterans Affairs provides these services and helps with the following benefits:**

- Comprehensive benefits counseling
- Claims preparation and submission
- Claims follow-up to ensure final decisions are fully adjudicated
- Initiate and develop appeals when appropriate
- Networking and advocacy with federal, state, and local agencies

**Information and referrals for the following:**

- Public assistance
- Veterans Affairs medical/health care
- Homeless and At-Risk of Becoming Homeless
- Service Treatment Records requests for claim processing
- Certification of discharge papers (DDE-214) for filing claims with the VA

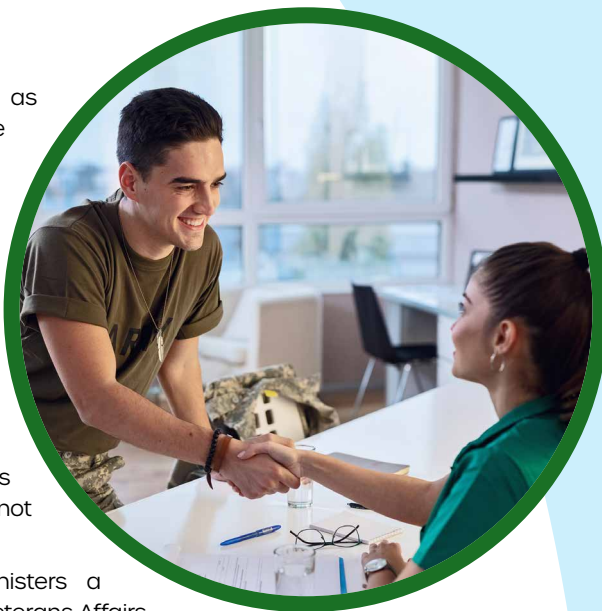
## THE POSITION

Under administrative direction, the Military and Veterans Affairs Officer manages the Military & Veterans Affairs programs for the County of Monterey. This executive management level position functions as a department head within the County’s Department of Social Services and is responsible for directing, coordinating, and implementing the County’s Military

and Veterans Affairs programs as well as providing comprehensive referral services to military personnel, veterans, and their families throughout the County.

The Military & Veterans Affairs Officer oversees an office staff of 11 full-time employees consisting of representatives, analysts, and administrative support positions. The responsibilities and essential functions of the Military & Veterans Affairs Officer may include, but are not limited to:

- Develops, plans, and administers a comprehensive Military and Veterans Affairs program;
- Supervises the Military and Veterans Affairs Offices staff; develops, administers, and monitors the office budget;
- Establishes liaison with military, veterans, and community organizations for the purpose of furthering the military and veterans programs and resolves issues that affect collaboration of services;
- Coordinates a collaboration of resources and activities with federal and state military and veterans affairs agencies;
- Provides technical assistance to County departments and programs; and coordinates Military and Veterans Affairs programs with Human Resources for the County's veterans hiring preference ordinance by attesting to the eligibility of veteran applicants; verifies veterans' income and eligibility for USDVA entitlements for the Department of Social and Employment Services; and verifies entitlement for disabled veterans and/or their survivor property tax exemption for the Assessor's office;
- Addresses groups regarding military and veterans' problems, unmet needs, and the entitlements and/or services thereof, and informs the Director of Social Services;
- Monitors legislative issues, which affect the Military and Veterans Affairs Program and the entitlements and/or services thereof, and informs the Director of Social Services, Military and Veterans Affairs Commission, and other agencies;
- Directs the maintenance of required records; prepares briefs and reports;
- Provides Notary Public services for County veterans.
- Provides staff support for the Military and Veterans Affairs Commission, services as a liaison between the Commission and public officials, and serves as the Commission administrative secretary; and
- Develops, prepares, assembles, and submits workload and expenditure reports which determine state veterans services funding.



The ideal candidate possesses extensive experience and knowledge of veterans affairs including federal and state legislation and regulations regarding veteran assistance programs. Knowledge of the region's local homelessness resources and the ability to connect veterans with these resources is essential.

The County is looking for candidates who possess a professional history that demonstrates the following necessary leadership competencies and attributes:

- Engages people and communicates effectively
- Demonstrates political acumen
- Coordinates a collaboration of resources and activities with federal and state military and veterans affairs agencies
- Interacts professionally with individuals representing all levels of government and community groups, and functions in stressful and/or confrontational situations requiring persuasion in accordance with the desired objective
- Able to build and leverage talent
- Skilled in the development and execution of policies
- Demonstrates ethical behavior
- Speaks and presents effectively before small and large groups
- Decisive
- Possesses a strategic perspective
- Maximizes team effectiveness

#### **Required Conditions of Employment:**

1. Pursuant to section 970 of the California Military & Veterans Code, be a United States armed forces veteran.
2. Pursuant to Title 38, sections 14.629 and 14.630 of the Code of Federal Regulations, possess, or able to obtain accreditation by the United States Department of Veterans Affairs and certification by the California Department of Veterans Affairs.



## **THE IDEAL CANDIDATE**

The County of Monterey is seeking a strong, collaborative, and experienced military and veterans affairs professional who is passionate about advocating for veterans in the community.

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed

above is qualifying. An example of a way these requirements might be acquired: 1.) Two years of professional veterans services related experience and completion of course working leading to a bachelor's degree in a services related field at a recognized institution of higher learning; or 2.) Five years of professional veterans' services related experience, two of which should be advanced or supervisory levels, or at the level of Military and Veterans Services Officer or County Veterans Services Officer.

## COMPENSATION AND BENEFITS

This is an at-will position. The salary range for the Military and Veterans Affairs Officer is \$128,519 - \$175,529 annually; placement within the range is dependent on qualifications. The County also offers a competitive benefits package, including:

**Retirement** - The County of Monterey offers retirement benefits through the California Public Employees' Retirement System (CalPERS). Retirement formulas: 2% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS PEPPA members. Current employee contribution rate is 7% up to the CalPERS compensation limits

**Medical Insurance** - CalPERS Health Insurance Program is made available on a pre-tax basis through a Section 125 Cafeteria Benefit Plan

- Preferred Provider Organization (PPO)
- Health Maintenance Organization (HMO)

**Dental Insurance** - Pacific Health Alliance

- \$2,000 annual max. per covered person
- Orthodontia - \$1,500 lifetime max. per covered person

**Vision** - Vision Service Plan (VSP)

- Exam, lenses, and frames available every 12 months
- Computer vision glasses available, subject to eligibility

**Health Flexible Spending Accounts** -

- Flexible Spending Account (FSA) - employee may contribute up to the IRS maximum, on a pre-tax basis
- Dependent Care Assistance Program (DCAP) - employee may contribute up to the IRS maximum, on a pre-tax basis

**Deferred Compensation 457(b) Plan** - Pre-tax and post-tax voluntary employee contribution up to the IRS maximum

**Life Insurance** - County paid \$50,000 Group Term Life

**Holidays** - 12 paid holidays plus one (1) floating holiday per calendar year

**Professional Leave** - 10 days per calendar year

**Annual Leave** - Accrued Annual Leave; accrual computed according to years of service with a maximum accrual of 850 hours. 50% of California public sector County or City service applied toward computation

**Longevity Pay** - 10 years of consecutive County service 2.5%; 15 years 3.5%; 20 years 5.5%

### OTHER BENEFITS

**Management Expense Allowances** - \$54.17 per month

**Auto Allowance** - \$375 per month

**Professional Development Stipend** - \$400 per calendar year

**Employee Assistance Program** - The EAP offers confidential counseling and referral services to support wellbeing and resilience in work and life to employees and members.

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:**  
**June 2, 2024**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to virtual interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the County of Monterey. Candidates will be advised of the status of the recruitment following selection of a candidate.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

