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COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

October 18, 2006

To: Each Supervisor

From: David E. Janssen
Chief Administrative Officer

Michael J. Henry
Director of Personnel

Subject: **VETERANS' INTERNSHIP PROGRAM**

On August 22, 2006, your Board instructed the Chief Administrative Officer in conjunction with the Director of Personnel to determine the feasibility of developing a program designed to attract, mentor and prepare veterans to successfully compete for employment opportunities with the County of Los Angeles.

As stated in your motion, County departments have experienced difficulty filling entry-level and journey-level positions in a variety of occupations. A program of the type suggested by your Board would aid in addressing the unemployment rate which exists among returning veterans. This could be achieved through the development of recruitment strategies specifically designed to attract veterans having either the training, education and requisite skills needed by the County. We will then build on those qualifications through an internship program specifically designed to assist veterans in gaining the additional skills necessary to qualify them for permanent positions with the County.

At a meeting attended by representatives from the Chief Administrative Office, Department of Military and Veterans Affairs and the Department of Human Resources, an agreement was reached that the establishment of a Veterans' Internship Program (VIP) is feasible. However, it was also agreed that for such a program to be successful, a number of factors need to be considered, addressed and resolved. In addition, your Board ordered the following to be addressed:

(1) Modify the minimum requirements for County jobs suitable for the recruitment of veterans to recognize, where appropriate, military experience

Recommendation:

- Make the necessary modifications to existing class specifications using life skills and military experience to qualify veterans for employment with the County of Los Angeles.
- Survey County Departments to determine the type and number of vacant entry-level and journey-level positions.

(2) Develop a Veterans' Internship Program

Recommendation:

- Appoint a program coordinator to oversee the program.
- Design the program and develop procedures for implementation including goals and monitoring procedures.
- Identify employees who would serve as mentors.
- Develop partnerships with appropriate federal and state agencies, as well as veterans' organizations that serve returning veterans to assist in recruiting and identifying viable program candidates.

(3) Make any other changes in employment processes to be conducive to the employment of veterans

Currently, a Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination provided veterans are honorably discharged and have served in the Armed Forces of the United States:

- During a declared war; or
- During the period of April 28, 1952 though July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans Preference Credit. If veterans

are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Recommendation:

- Develop strategies to address and accommodate disabled veterans.

The Chief Administrative Office and the Department of Human Resources, in conjunction with the Department of Military and Veterans Affairs, will address the outstanding issues and develop the program. We will report back with the status by Veterans' Day.

If you have questions or need additional information, please call either of us at (213) 974-1101 (David E. Janssen) or (213) 974-2406 (Michael J. Henry) or your staff may contact Sandra Wallace Blaydow, Human Resources Manager at (213) 351-8945.

MJH:STS
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c: Each Department Head