**Class Summary**

The responsibilities of this classification include engaging military service members and veterans in structured assignments and progressing into a specific occupational field. Incumbents are provided training, mentoring and guidance according to a training plan and receive direction on workplace behavior, competencies, and individual responsibilities.

**Distinguishing Characteristics**

This is the first level in a three level classification series. Incumbents in this classification perform entry-level duties in a training capacity and under supervision. This classification is distinguished from the Veteran Fellow II in that incumbents are seeking to identify transferable skills and gain exposure to business practices.

Incumbents in this classification are limited to military service members and veterans who are accepted into the Vets 4 Hire Fellowship Program for a maximum of 2080 hours.

**Examples of Duties**

In a training capacity and under supervision, examples of work to be performed include, but are not limited to, the following:

1. Assist in researching, analyzing, and making recommendations for the solution of a variety of problems of budget, organization, program, or personnel.
2. Assist in documenting, developing, coding, testing, configuring, installing, troubleshooting, and/or repairing software, hardware, and applications.
3. Assist in construction, alteration, repair work, electrical, electro-mechanical, general maintenance, building and painting.
4. Assist in performing a wide variety of maintenance and repair work, grounds keeping work, and warehouse and storage tasks.
5. Assist in organizing, transcribing, calculating, recording and retrieving data, and performing customer service functions.
6. Assist in designing, drafting, installing, maintaining, repairing, and/or modifying various types of equipment, maps, commercial artwork, photographic work, or electronic and wire communication.
7. Perform other duties as assigned.

**Knowledge/Skills**

Ability to communicate effectively, in person and in writing

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

Other knowledge, skills, abilities determined to be necessary to meet the business needs of the employing unit may be required

**Education and Experience Requirements**

High school graduate (GED), attending an undergraduate program, OR enlisted military experience at grade E1-E3

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | Veteran Fellow I  Veteran Fellow II  Veteran Fellow III |
| **Class History** | Created 09/2015  Updated 11/2020 |