

**Intergovernmental Personnel Act (IPA)
Position Description For
Veterans' Employment and Training Service (VETS)**

The positions are located in the VETS' national office:

Office of Operations and Programs, Employment and Training Division

Office of Operations and Programs, Investigation and Compliance Division.

Both Divisions are involved in the policy and execution of national employment and training programs, administration and enforcement of investigation and compliance statutes, and other departmental efforts to maximize job-training opportunities for veterans and other eligible persons.

IPA selectees will:

- maintain records, assist and report to the Chief, Employment and Training Division or Chief, Investigations and Compliance Division on policy and oversight development activities, progress of those activities, program analysis as required, and budget of the program to which assigned;
- serve as a liaison/coordinator for the Department of Labor/VETS with other Federal agencies and entities on all matters dealing with the program to which assigned; and
- research historical data and provide analysis, as needed; draft policy and guidance documents, participate in work groups and conduct training and give briefings; work on a variety of special projects under the direction provided by the Chiefs, Employment and Training Division/Investigation and Compliance Division; attend and conduct staff meetings; develop program proposals; etc.
- attend numerous training courses pertinent to the position. Some travel may be required; and
- perform workload assignments at the GS-12 classification.