



MEMORANDUM

TO: Mayor and Council Members

THROUGH: Veronica Briseño, Assistant City Manager

FROM: Tamela Saldaña, Acting Director, Office of Civil Rights *TS*

DATE: January 11, 2023

SUBJECT: **Veterans Services Coordinator Position (FY23 Renteria Budget Rider 1)**

The purpose of this memorandum is to provide an update on the request to fund and create a Veterans Services Coordinator position. The Office of Civil Rights has made the request to the Human Resources Department to reclassify the vacant Program Compliance Consultant (PCN 118449) to a Veterans Services Administrator position. This position will report directly to the Civil Rights Administrator who reports directly to the Director.

The Veterans Services Administrator will provide oversight, administration, and coordination of activities related to Veterans Programs. Specifically, the Administrator will be responsible for supporting external citywide veterans' initiatives, programs, and services. Duties include educating stakeholders, overseeing compliance with local, state, and federal legislation related to Veteran services and activities in Austin, and will collaborate with internal and external stakeholders to ensure program objectives are met and delivered. Additionally, the position will also be responsible for the associated development and administration of educational and training programs. The position is targeted for posting this week and to onboard by the end of the first quarter 2023.

If you have additional questions, please contact me at Tamela.Saldana@austintexas.gov.

cc: Spencer Cronk, City Manager