



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Services Agency



**Date:** February 16, 2016  
**Board Meeting Date:** March 29, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Iliana Rodriguez, Director, Human Services Agency  
**Subject:** Appointment of the San Mateo County Veteran Service Officer

**RECOMMENDATION:**

Adopt a resolution setting qualifications for, and compensation of, the County Veteran Service Officer for San Mateo County and appointing Norman Aleman as the County Veteran Service Officer for the County of San Mateo.

**BACKGROUND:**

The San Mateo County Veterans Services Office is organizationally located in the Human Services Agency. Section 451 of Title 12 of the California Code of Regulations provides that, as a condition of receipt of certain State funds for veterans services, the Board of Supervisors must appoint a veteran to serve as the County Veteran Service Officer (CVSO). Under this regulation, the Board of Supervisors also prescribes the qualifications for and sets the compensation for the CVSO. In addition to being a veteran of at least one of the branches of the Armed Forces of the United States, the qualification for the position includes achieving accreditation from the California Department of Veterans Affairs (CalVet) within one year after appointment, and maintaining such accreditation during the entire term of service as the San Mateo County CVSO.

In the Human Services Agency's FY 15-17 budget, a new position was added in the classification of "Human Services Supervisor" to oversee the County Veterans Services Office operations and to serve in the capacity of the County Veteran Service Officer. The compensation for the CVSO is set forth in the San Mateo County Board of Supervisors Resolution 073949, which is the County's Salary Resolution.

This memo and resolution have been reviewed and approved by County Counsel as to form.

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**DISCUSSION:**

Norman Aleman, a veteran of the United States Army, was hired as the Human Services Supervisor for the County Veterans Services Office on October 26, 2015 and It is recommend that he be appointed to serve as the County Veteran Service Officer (CVSO) for the County of San Mateo. Norman commenced his accreditation training on February 1, 2016 and is expected to achieve accreditation from CalVet after successfully passing an accreditation examination in April 2016. The Human Services Agency will support and monitor Norman's progress in achieving accreditation and his ongoing maintenance of accreditation.

**FISCAL IMPACT:**

There is no impact on the budget from appointing Norman Aleman as the County Veteran Service Officer (CVSO) for the County of San Mateo.