

EMPLOYEE DEVELOPMENT PLAN

Name: _____ Title: _____ Grade: _____ Location: _____ Date: _____

Employee Signature: _____ Supervisor Signature: _____

EMPLOYEE DEVELOPMENT NEEDS		ACTION PLAN						FIRST EVALUATION			SECOND EVALUATION			COMMENTS
SUBJECT	ELEMENT	KSA LEVEL PRESENT ¹	KSA LEVEL PLANNED ¹	SELECTED TRAINING METHOD(S) (e.g. OJT, Formal Course, Training Module)	TRAINER OR FACILITY	DATE SCHEDULED	DATE COMPLETED	KSA LEVEL ACHIEVED	DATES & INITIALS		KSA LEVEL ACHIEVED	DATES & INITIALS		
									EMPLOYEE	SUPERVISOR		EMPLOYEE	SUPERVISOR	
A. Policy	Knowledge of NRCS Engineering policy and how it applies to the planning, design, and implementation of conservation engineering practices.													
B. Programs	Knowledge of USDA Conservation Programs and how they apply to implementation of conservation practices.													
C. Engineering Surveys	Knowledge of basic engineering surveying principles needed for planning, design, and implementation of conservation engineering practices. These principles include the types of surveys, types of equipment, note keeping, note reduction, and care and handling of survey equipment.													
	Bench level circuit													
	Cross-sections and profiles													
	Topographic													
	Construction layout													
	Construction check													
	Note keeping and note reduction													
	Care and handling of equipment													
D. Hydraulics	Knowledge of and ability to appropriately apply hydraulics in the planning, design, and installation of conservation practices.													
	Pipe Flow (inlet control and outlet control)													
	Open Channel Flow – earth and vegetated													
	Open Channel Flow – lined or armored													
	Weir Flow													
E. Hydrology	Knowledge of and ability to appropriately apply hydrology in the planning, design, and installation of conservation practices.													
	Watershed Delineation													
	Curve Numbers													
	Rainfall													
	Runoff													
	Time of Concentration													
	Peak Discharge													
	Hydrograph Development and Routing													
Wetland Determination – Hydrology Factors														
F. Construction Inspection	Ability to perform construction inspection to ensure the practice is installed in accordance with the approved construction drawings and specifications and in accordance with the applicable conservation practice standard(s). Includes the following functions and materials:													
	Inspection documentation													
	Sampling and Testing													
	Safety													
	Concrete													

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	Excavation													
	Pipe													
	Reinforcing steel for concrete													
	Rock													
G. Animal Waste Management	Knowledge of and ability to appropriately plan, design, and install conservation practices related to manure, wastes, and wastewater from livestock operations.													
	Waste Storage - solid manure													
	Waste Storage - semi-solid and liquid manure													
	Lot Runoff													
	Milkhouse and Milk Parlor Wastewater													
	Silage Leachate and Bunk Silo Runoff													
	Comprehensive Nutrient Management Plans (CNMP)													
	Composting Manure and Mortality													
H. Engineering Practice Support Data Documentation	Ability to develop and/or compile a complete record of planning, design, installation, and maintenance to ensure an effective practice. Record elements include the following:													
	Inventory and Evaluation records													
	Design records (survey notes, calculations, design assumptions, etc.)													
	Construction drawings – Standard drawings and special AutoCAD/MAP and Eagle Point													
	ARC View/ARC GIS													
	Specifications – CO-01													
	Specifications - NEH Part 642 - Specifications for Construction Contracting; Items of Work and Construction Details													
	Cost estimates													
	Reviews and approvals (design and construction)													
I. Soil Erosion & Sedimentation	Knowledge of soil erosion/sedimentation and sediment delivery principles and the factors that affect these processes. Knowledge of the methods for estimating soil erosion/sedimentation and sediment delivery.													
J. Soil Science	Knowledge of soil science principles including soil morphology and the USDA Soil Classification system. Knowledge of the use of soil surveys in the planning, design, and installation of conservation practices.													
K. Soil Mechanics and Geology	Knowledge of and ability to appropriately apply soil mechanics and geology in the planning, design, and installation of conservation practices.													
	Engineering Properties of Soils													
	Unified Soil Classification System													
	On-site Subsurface Investigations													
	Ground Water													

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L. Conservation Practices	Ability to identify need for and appropriate implementation of conservation engineering practices to solve natural resource problems. Includes ability to appropriately execute Inventory & Evaluation, Design, and Construction elements of practice implementation for the practices listed. Consider the following aspects for each practice: <ul style="list-style-type: none"> Inventory & Evaluation (I&E) Survey Design Construction Drawings and Specifications Layout Construction Inspection As-Built Drawings Operation & Maintenance (O&M) 													
	Agrichemical Containment Facility (702)													
	Animal Trails and Walkways (575)													
	Diversion (362)													
	Grade Stabilization Structure (410)													
	- Pipes													
	- Straight drops													
	- Chutes - rock/block													
	- Chutes - geotextile reinforced vegetated													
	Grassed Waterway (412)													
	Heavy Use Area Protection (561)													
	Lined Waterway (468)													
	Manure Transfer (634)													
	Pipeline (516)													
	Pond (378)													
	- Excavated													
	- Embankment													
	Pumping Plant (533)													
	Roof Runoff Management (558)													
	Streambank and Shoreline Protection (580)													
	- Structural (including Bioengineering)													
	- Vegetative													
	Stream Crossing (578)													
	Subsurface Drain (606)													
	Surface Drain – Field Ditch, Main or Lateral (607, 608)													
	Underground Outlet (620)													
	Waste Storage Facility (313)													
	- Pond													
	- Structure – Solid stacking													
	- Structure – Concrete tank													
	Wastewater Treatment Strip (635)													
	Water and Sediment Control Basin (638)													
	Watering Facility (614)													

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	Water Well (642)													
	Well Decommissioning (351)													
	Wetland Restoration (657)													

¹ Knowledge, Skills, and Abilities (KSA) Levels: 1 - Aware; 2 - Understand; 3 - Perform with Supervision; 4 - Apply Independently; 5 - Proficient and can Train Others