

## **COLLATERAL DUTY STATE SPECIAL EMPHASIS PROGRAM MANAGER**

Employees seeking to expand their knowledge and acquire new skills on civil rights are encouraged to apply. The position provides leadership and direction for all activities related to the particular special emphasis program in Iowa. The successful applicant should expect to devote twenty percent of his/her time to the position.

Preferably the applicant should have:

- The ability to function independently and effectively under pressure;
- A commitment to Equal Employment Opportunity and Special Emphasis Programs; and
- Knowledge of NRCS General Manual 230, Part 401-405.

Duties include:

- Advises management on employment and program delivery matters as related the particular special emphasis program;
- Advises management on the unique concerns, problems, and barriers to all equal opportunity issues, and recommends actions to be taken;
- Maintains regular communication with the National Special Emphasis Program Manager by providing information on issues related to the program in Iowa;
- Serves as communication link between employees and the national program, keeping employees aware of activities through memoranda, bulletins, newsletters, and other appropriate means;
- Participates in conducting civil rights compliance reviews to help identify any form of discrimination in employment and program delivery activities;
- Prepares or participates in the development and monitoring of civil rights plans and reports such as the Special Emphasis Business Plan, Affirmative Employment Plan (AEP), MD-715, and other related documents by analyzing and evaluating statistical reports of the workforce areas, such as awards, workforce distribution, training, attrition, and under representation, to identify barriers to the recruitment, employment, and advancement. Recommend corrective action if needed;
- Conducts training and provides training resources for equal employment workshops, seminars, and meetings;
- Serves as local representative at national, regional, and state meetings;
- Coordinate and participates in various outreach and recruitment activities; and
- Performs other duties related to the special emphasis program as appropriate.

Benefits of becoming a Special Emphasis Program Manager (SEPM) include:

- Developing skills and experience managing a state level program;
- Interaction with management at the state and national levels;
- Networking opportunities with state and national leadership;
- Knowledge of programs and exposure to issues from the national perspective;
- Training opportunities at the national level.

For questions about the duties and program activities, please contact Tricia Mootz, Human Resources Specialist, at (515) 284-4587 or [tricia.mootz@ia.usda.gov](mailto:tricia.mootz@ia.usda.gov).

Anyone interested in the Collateral Duty Special Emphasis Program Manager should complete and submit the attached application form. Applications should include the applicant's first and second line supervisors' approval. Applications may be submitted to Ms. Mootz, by fax at (515) 284-5196 or by mailing to: NRCS, Attn: Tricia Mootz, 210 Walnut Street, Room 693 Des Moines IA 50309.

**COLLATERAL DUTY STATE SPECIAL EMPHASIS PROGRAM MANAGER APPLICATION**

Name: \_\_\_\_\_ Grade/Series: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please use separate sheet if necessary.

Work experience (brief description): Include any accomplishments in the Special Emphasis and Civil Rights area.

Comments: Include your interest in applying for this position.

Statement of concurrence from your supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
First Level Supervisor

\_\_\_\_\_  
Second Level Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date