



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 4, 2011

IOWA BULLETIN NO. IA230-12-1

SUBJECT: EOP – SPECIAL EMPHASIS PROGRAM MANAGER OPPORTUNITY

ACTION REQUIRED BY: OCTOBER 31, 2011

PURPOSE. To solicit applications for the Iowa State Asian American/Pacific Islander Program Manager.

EXPIRATION DATE. September 30, 2013

The Iowa Special Emphasis Program Manager (SEPM) positions play an integral part in the overall Equal Opportunity Program and serve as advisors to the Iowa NRCS Civil Rights Advisory Committee (CRAC). The SEPM is a three year appointment that will begin immediately after selection. SEPM duties are collateral to your regular job. All permanent NRCS employees are eligible to apply, regardless of grade level. Supervisors must concur with nominations and agree to support the employee by granting up to twenty percent of their time for SEPM travel and work activities.

All NRCS employees with an interest are encouraged to apply. **SEPMs are NOT limited to those who are ethnically or culturally linked to a specific group.** If you are someone who desires to develop skills and experience managing a state level program; to interact with management at the state and national levels; to create networking opportunities with state and national leadership; and to increase your knowledge of programs and exposure to issues from the national perspective; becoming a SEPM can provide all of these opportunities.

To apply for this opportunity, complete the application form attached to this bulletin, obtain concurrence from your first and second level supervisors, and send it to the State Office, attention Tricia Mootz, Human Resources Specialist. The deadline for receipt of all applications is close of business on October 31, 2011.

Any questions regarding SEPMs can be directed to Tricia Mootz, Human Resources Specialist, at 515-284-4587 or tricia.mootz@ia.usda.gov.

/s/ Richard Sims
State Conservationist

Attachments

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