

IOWA  
Civil Rights Advisory Committee

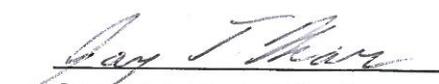
Business Plan  
FY 2013

Submitted By:

Approved By:



Chair, Iowa Civil Rights  
Advisory Committee



State Conservationist

11/28/12

Date

11/29/12

Date



The Iowa NRCS CRAC focuses on providing counsel and recommendations to the State Conservationist and provides support, information, and education to all employees on matters related to equal employment opportunity and program delivery in Iowa NRCS.

———— Our Vision ————

Welcome, Value, and Celebrate Diversity

———— Our Mission ————

Communicate, Educate, and Advocate  
For Equal Opportunity in  
Employment and Program Delivery



**Objective 1: Promote Employee Awareness of Cultural Diversity and Cultivate Employee Interest in CRAC and SEPM's roles.**

**Goal 1: Ensure that all employees are aware of the importance of cultural diversity and how it relates to their job performance.**

| <b>Action Items</b>   | <b>Responsible Person(s)</b>  | <b>Completion Date</b>  | <b>Comments</b> |
|---|---|---|-----------------|
| 1. Plan and organize one activity (e.g., speaker, etc.) for each respective emphasis month  | Disability/Vet SEPM<br>Native Am SEPM<br>Black SEPM<br>Women SEPM<br>AAPIO SEPM<br>LGBT SEPM<br>Hispanic SEPM | October '12<br>November '12<br>February '13<br>March '13<br>May '13<br>June '13<br>Sept '13 |                 |
| 2. Submit one article per fiscal year to the "Iowa Current Developments" newsletter regarding their Special Emphasis Program on a diversity topic/subject | Chair and SEPM's  | 9/30/12   |                 |
| 4. Provide information to Chair on Diversity Day topics   | SEPM's and Area Representatives   | 12/30/11  |                 |
| 5. Submit one article for the Crossroads of Diversity newsletter.*  |   |   |                 |

| *Date of Publication | Articles Due       | SEPM's Responsible              |
|----------------------|--------------------|---------------------------------|
| January              | December 31, 2012  | LGBT & Black                    |
| April                | March 31, 2013     | Hispanic & AAPIO                |
| July                 | June 30, 2013      | Disability/Veteran              |
| October              | September 30, 2013 | Federal Women & American Indian |

**Objective 2: Advance the Recruitment and Retention of a Diverse Workforce.**

**Goal # 1: Improve and expand recruitment process to students in target groups.**

| <b>Action Items</b>  | <b>Responsible Person(s)</b> | <b>Completion Date</b> | <b>Comments</b> |
|--|------------------------------|------------------------|-----------------|
| 1. Review 2012 Recruitment Plan and provide input to HR during 4 <sup>th</sup> quarter for the 2014 Recruiting Plan. | T. Mootz                     | 09/30/2013             |                 |
| 2. Educate CRAC and SEPM members about requirements for the Pathways Program.  | Chair                        | 01/2013                |                 |
| 3. Develop a high school outreach plan for each Area for potential student employment program                        | SEPM's and Area Reps         | 3/30/2013              |                 |
| 4. Implement a high school outreach plan for each Area for potential student employment program                      | SEPM's and Area Reps         | 9/30/2013              |                 |
| 5. Attend university and community college Career Day/Expo, and Ag Related fairs                                     | SEPM's and Area Reps         | 9/30/2013              |                 |

**Goal # 2: Enhance identification and recruitment of target group members for middle management positions (e.g. DCs).**

| <b>Action Items</b>   | <b>Responsible Person(s)</b> | <b>Completion Date</b> | <b>Comments</b> |
|---|------------------------------|------------------------|-----------------|
| 1. Assist employees to complete IDPs that are properly aligned with their career path | Area Reps                    | 9/30/2013              |                 |
| 3. Assist with the development of the Civil Rights Quarterly Performance Report       | T. Mootz                     | 9/30/2013              |                 |

**Objective 3: Ensure all NRCS offices in Iowa are Civil Rights Compliant.**

**Goal # 1: Identify any exceptions to Title VI or Title VII compliance requirements.**

| <b>Action Items</b>   | <b>Responsible Person(s)</b> | <b>Completion Date</b> | <b>Comments</b> |
|---|------------------------------|------------------------|-----------------|
| 1. Assist and participate in at least one of their Area field office Civil Rights Compliance Reviews. | Area Reps                    | 09/30/2012             |                 |
| 2. Assist and participate in at least one Civil Rights Compliance Reviews.                            | SEPMs                        | 09/30/2012             |                 |
| 3. Review a summary of Iowa Civil Rights Compliance Reviews completed at Field and Area office.       | T. Mootz and CRAC            | 09/30/2012             |                 |
| 4. Develop a CR checklist of field office responsibilities.   | Chair                        | 09/30/2012             |                 |
| 5. Develop a fact sheet of the difference between CR and Outreach activities                          | Area Reps                    | 09/30/2012             |                 |