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Subpart D - State Offices

404.30 General.

(a) A state conservationist heads the NRCS organization in each of the States. In addition, the Caribbean and Pacific Basin Areas are each headed by a Director. The Director of the Pacific Basin Area is responsible for Guam, American Samoa, the Northern Mariana Islands, the Federated States of Micronesia, Palau and the Marshall Islands. The Director, Caribbean Area is responsible for Puerto Rico and the Virgin Islands. The state conservationists and area directors report to the regional conservationist.

(b) State conservationists and the area directors have the responsibility for implementing all agency policies; managing Federal conservation programs for which NRCS is assigned responsibility; technology transfer; public information; operations management; quality assurance; and administrative operations.

404.31 State Conservationist Staff.

In some States, at the discretion of the Chief, there is a deputy state conservationist. The state conservationist's staff is composed of one or more assistant state conservationists, an administrative staff, a program services staff, a technical support staff, and a public affairs specialist. Public affairs specialists exist in most States. They are, in some cases, shared among two or more States. The deputy state conservationist (if present), assistant state conservationist, staff leaders, and public affairs specialist report directly to the state conservationist and constitute the state conservationist's principal staff.

Deputy State Conservationist - Assists in providing leadership and guidance in administering a comprehensive soil and water conservation program.

Assistant State Conservationist - There may be one or more assistant state conservationists to assist the state conservationist on statewide issues, such as program management, operations management, and intergovernmental relations.

Public Affairs Specialist (PAS) - Provides leadership in directing and coordinating an information program. In cases where one serves more than one State, the specialist reports to the state conservationist in the State where he/she is headquartered.

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WA404.31 State Conservationist's Staff

The principal staff or Washington Leadership Team consists of those employees supervised by the State Conservationist as follows:

- (1) Assistant State Conservationist for Programs*
- (2) Assistant State Conservationist for Operations*
- (3) Assistant State Conservationist (Ephrata)*
- (4) Area Conservationists (Olympia, Ephrata, and Spokane)*
- (5) State Administrative Officer*
- (6) State Resource Conservationist*
- (7) State Conservation Engineer*
- (8) State Soil Scientist*
- (9) Multi-State Design Team Leader*
- (10) State Public Affairs Officer*
- (11) Management Analyst*
- (12) Secretary to State Conservationist*

404.32 Administrative Staffs.

(a) An administrative staff is located in most States and is headed by an administrative officer (AO) that reports to the state conservationist. The AO has administrative authorities consistent with overall authorities delegated to the state conservationist, which allows NRCS business to be conducted. Administrative staffs provide support in human resources management, financial management, management services, and information resources management.

(b) Some States receive administrative support from an adjoining State or a multi-State administrative unit. The AO in these States is under the direct supervision of the host state conservationist who consults with his or her counterparts on issues of management and performance related to the multi-State administrative unit.

Administrative Officer - Provides statewide leadership in financial management, human resources management, and management services.

Human Resources Officer - Supervises, plans, advises, and directs a comprehensive human resources function for the State.

Budget Officer - Supervises, plans, advises and directs a comprehensive financial management function for the State.

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Contract Specialist - Supervises, plans and directs all functions of management services and contracting functions for the State.

404.33 State Program Services Staffs.

This staff develops and recommends policies, standards, techniques, and procedures; coordinates program activities; and also provides technical assistance to area and field office employees. The staff usually includes a state resource conservationist, state conservation engineer, and a state soil scientist. This staff reports directly to the state conservationist.

State Resource Conservationist - Manages and provides technical direction in the areas of resource conservation planning, plant science technology, agronomy, woodland management, plant materials, erosion and sediment control, and cartography.

State Conservation Engineer (SCE) - Manages and provides technical direction for all engineering activities.

State Soil Scientist/MLRA leader (SSS) - Manages and provides technical direction for soil science and the soil survey program. In States the SSS supervises soil survey project leaders. The SSS reports to the state conservationist in the State where headquartered. In some States, they also supervise the Major Land Resource Area (MLRA) soils office.

404.34 State Technical Support Staffs.

This staff provides direct technical support to field offices, information, and education activities that includes various specialists, staffs and units. Positions include agronomists, economists, biologists, foresters, range conservationists, engineers, soil scientists, plant materials specialists, sociologists, geographic information specialists, resource inventory specialists, water quality specialists, biological technicians, public affairs specialists, administrative assistants, and others as required by work load. Employees in these positions usually report to the appropriate member of the State Conservationist/Director or Program Services Staff.

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Technical teams/units permanent or temporary may be State, multi-State, or substate depending on the natural resource needs or specific issues to be addressed. The units may include an engineer design team, natural resource planning team, geographic information systems, ecological sciences team, snow survey, and urban conservation. These teams can also address specific resource issues, such as wetlands, riparian areas, soil quality, grazing and urban lands, etc. They can report to any of the line officers or their designees, depending on the nature and scope of the issue they are intended to address.

Washington State houses a Multi-state Design Team that supports Alaska, Idaho, Oregon, and Washington. The Team Leader is supervised by the Washington State Conservationist.

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