



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

June 6, 2013

IOWA BULLETIN NO. IA230-13-4

SUBJECT: EOP – SPECIAL EMPHASIS PROGRAM MANAGER AND CIVIL RIGHTS
ADVISORY COMMITTEE REPRESENTATIVES OPPORTUNITIES

ACTION REQUIRED BY: JUNE 27, 2013

PURPOSE. To solicit applications for Iowa's Federal Women's Program (FWP) Manager and the Area 5 and State Office Civil Rights Advisory Committee (CRAC) Representatives.

EXPIRATION DATE. September 30, 2014

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

The Iowa Special Emphasis Program Manager (SEPM) positions play an integral part in the overall Equal Opportunity Program and serve on the Iowa NRCS CRAC. These SEPMs are three year appointments that will begin in October 2013. 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; 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 these SEPM opportunities, complete the application 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 June 27, 2013.

The Area Representatives serve as a communication link between employees within their Area and the Iowa NRCS CRAC. They serve a minimum of three years that will begin in October 2013. If you are interested in the Area 5 or State Office CRAC Representative, please obtain your supervisor's approval and forward to your ASTC-FO by June 26, 2013. No application form is required.

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Any questions regarding these opportunities may be directed to Ms. Mootz at 515-284-4587 or tricia.mootz@ia.usda.gov. Questions may also be directed to Lori Schnoor, current Federal Women's Program Manager at lori.schnoor@ia.usda.gov or Alan Lauver, current State Office CRAC Representative at alan.lauver@ia.usda.gov.



Jay T. Mar
State Conservationist

Attachments

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 to 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;
- Coordinates 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.

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 email or fax at 855-261-3323 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

Civil Rights Advisory Member Duties

The Area Civil Rights Advisory Committee (CRAC) Representative duties are to work with the CRAC in their role in:

- Identifying and bringing to management's attention any trends, problems, issues, or concerns.
- Monitoring recruitment practices and making recommendations for ensuring that under-represented groups are made aware of employment opportunities for career positions, temporary summer employment, or special appointment.
- Focusing the attention of management on specific personnel practices or problems of an EEO nature that are producing or could produce dissension and dissatisfaction among employees (e.g., merit promotion procedures; selection for training and assignments; criteria, nomination, and distribution of awards; etc.).
- Monitoring the policies and overall effectiveness of the Affirmative employment Plan (AEP) with regard to recruitment, hiring, promotion, and retention.
- Providing training resources for various civil rights workshops, seminars, and meetings.
- Acting as a forum for an exchange of ideas and action proposals on sensitive issues, matters, or concerns of a civil rights nature.
- Encouraging, supporting, or assisting in the development of projects or activities associated with civil rights needs or opportunities.
- Contributing to the development and implementation of strategies designed to improve and increase awareness of and participation in NRCS programs and activities by under-served groups, individuals, and communities.
- Promoting and communicating the efforts of management to achieve and operate a realistic and ongoing civil rights program.
- Participating and taking an active role in the development and implementation of the Affirmative Employment Plan.
- Participating in civil rights compliance reviews.
- Establishes lines of communication between employees and management through which employees' views on civil rights issues may be brought to the attention of management, providing management with feedback on the performance of the civil rights program, identifying weaknesses, and recommending ways in which the program can be improved. All recommendations are to be reported in writing to the DEOO for appropriate consideration and follow-up action.