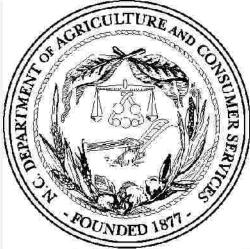
North Carolina's Professional Conservation Employees Program

Building District Capacity



OBJECTIVES OF PCEP

- To help all partnership employees & district supervisors to develop and enhance professional skills
- Scope includes technical, administrative, educational staff, managerial & district supervisor skill set elements
- Focus on developing skills through training, mentoring, and experiential learning

GOALS OF PCEP

- Develop sustainable structure for assessing and meeting professional development needs
- Improve overall capacity of field offices to deliver comprehensive conservation programs and practices
- Improve timeliness of assistance through greater self-sufficiency
- Greater recognition and appreciation for professional conservation employees

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PCEP PROCESS

- Committees developed training templates for each position type (technical, administrative, supervisor etc.)
- Employee self-assessment to determine current skills and desired skill level for common functions
- Use self-assessment results to develop training needs (statewide, regional, local)

WHAT TO DO ABOUT TRAINING NEEDS?

- Develop and offer training modules for priority training needs
 - v Basic, Intermediate, Advanced
 - Small groups, real time online classes, self paced online modules, mentoring
- Engage outside resources (e.g., community colleges, universities, other agencies)

TECHNICAL TRAINING PLAN TEMPLATE

- Final Version was presented at the Conservation Employees Workshop August 2011.
- Plan is structure around the following principles
 Understanding the Conservation Partnership
 Getting to know the Work Unit
 Enhancing Technical Skills
 Opportunities to Develop Leadership

TECHNICAL TRAINING TIERED TIMELINE

- v Six Months
 - ✓ History of SWCDs
 - Knowledge of General Statutes
 - ✓ Customer Service Skills
 - ✓ NCASWCD Strategic Plan
 - District's Annual Plan
 - ✓ County Policies

v <u>One Year</u>

- Familiar with county maps and aerial photographs
- Topographical maps
- ✓ RUSLE & RUSLE 2
- ✓ PLAT/NLEW
- Proficient w/ county soil survey and soils
- Cultural Resources Trng
- State Cost Share & Easement Programs

TECHNICAL TRAINING TIERED TIMELINE

✓ <u>Two Years</u>

- Proficient surveying and note keeping
- JA on 2 engineering and 2 non engineering agr BMPs
- ✓ JA on 2 non- agr BMPs
- Basic Conservation
 Planning
- Conservation Field
 Assessment and Planning

✓ <u>Three - Five Years</u>

- Diversify District Programs
- Create relationships with local and state officials
- ✓ Grant Writing
- ✓ Conservation Marketing Skills
- ✓ Environmental Ed Programs
- JA on all non engineering BMPs used in your county
- \vee JA for 5-10 engineering ag BMPs

ADMINISTRATIVE TRAINING PLAN TEMPLATE

 Draft Version was presented at the Conservation Employees Workshop August 2011.

Plan is structure around the following principle
 Understanding the Conservation Partnership



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ADMINISTRATIVE TRAINING TIERED TIMELINE

Skill set after One Year of Service

- Proficient in standard office etiquette
- Good oral and written communication skills with concentration on correct grammar and punctuation
- Excellent organizational and customer service skills with emphasis on professionalism
- General computer skills (PowerPoint, Excel, Word, Outlook)
- ✓ Working knowledge of board meetings and minute taking
- ✓ General accounting skills
- Knowledge of all programs offer by District, including technical and educational

ADMINISTRATIVE TRAINING TIERED TIMELINE

After Two Years of Service

- ✓ Proficient in:
 - ✓ computer skills,
 - ✓ business etiquette,
 - ✓ teamwork skills,
 - ∨ workplace ethics
 - State public record laws and FOIA
 - Preparing business reports and correspondence
 - Meeting agendas and minutes
 - ✓ Record Retention

- ✓ Working Knowledge of:
 - Programs offered by District
 - District's budget & fiscal management
 - ✓ Effective interpersonal skills

ADMINISTRATIVE TRAINING TIERED TIMELINE

After Five Years of Service

- Proficient in:
 - budget, finance and statewide contracts
 - Event planning (special events)
 - ✓ grant writing skills
 - developing/using District Plan of Work
 - ✓ Effective office management
 - Advanced communication skills
 - ✓ Group facilitation skills
 - ✓ Presentation skills
 - ✓ Strategic planning skills

✓ Working Knowledge of:

- prepare news articles/press releases/news letters.
- develop/implement project tracking system
- Participate in budget analysis and cost savings planning
- taxes and insurance (e.g. general liability insurance; bonding of staff/district supervisors; holding of property) as required by district (e.g. stand alone district)
- payroll withholding regulations (if necessary for District)
- prepare and participate in a financial audit (if necessary)

NEXT STEPS....

v Committees are being developed for

- ∨ Managerial
- Environmental Education
- ∨ District Supervisors

 Division of Soil and Water Staff are working with partners to begin to address the training needs this Fall.

AGRICULTURE WATER RESOURCE ASSISTANCE PROGRAM

- ∨ S.L 2011-145 Authorizes AgWrap
- ✓ Purpose:
 - Identify opportunities to increase water use efficiency, availability, and storage
 - Implement BMPs to conserve and protect water resources
 - ✓ Increase water use efficiency
 - v Increase water storage and availability
- Includes non-recurring funding \$1 million (up to \$150,000 for engineering/tech asst.)

AGRICULTURE WATER RESOURCE ASSISTANCE PROGRAM

- Administered by Soil & Water Conservation
 Commission
- Delivered through soil & water conservation districts, similar to Agriculture Cost Share Program



NEXT STEPS

- Establish timeline for program development
- Recommend initial goals considering limited funding (\$850,000)
 - ✓ Financial caps on practices
 - Earmark of funds for individual practices (e.g., ponds)
- Assess needs and provide training for technical specialists within conservation partnership

CONTACT INFORMATION

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