

North Carolina's Professional Conservation Employees Program

Building District Capacity



Division of Soil and Water Conservation

OBJECTIVES OF PCEP

- ò To help all partnership employees & district supervisors to develop and enhance professional skills
- ò Scope includes technical, administrative, educational staff, managerial & district supervisor skill set elements
- ò 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

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
 - ✓ 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
 - É Opportunities to Develop Leadership

TECHNICAL TRAINING TIERED TIMELINE

✓ Six Months

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

✓ One Year

- ✓ 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

✓ Two Years

- ✓ 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

✓ Three - Five Years

- ✓ 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
- ✓ JA for 5-10 engineering ag BMPs

ADMINISTRATIVE TRAINING PLAN TEMPLATE

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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....

- ✓ 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
 - ✓ 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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