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January 23, 2009

NEW MEXICO BULLETIN NO. 230-9-2

SUBJECT: EOP – ASIAN-PACIFIC ISLANDER EMPHASIS PROGRAM MANAGER

TO: All Employees

ACTION REQUESTED BY: FEBRUARY 28, 2009

Purpose. To announce the Asian-Pacific Islander Emphasis Program Manager (APIEPM) Collateral Duty Assignment.

Expiration Date. September 30, 2009.

The Asian-Pacific Islander Emphasis Program Manager collateral duty assignment will become vacant January 30, 2009. Anyone interested in this assignment should submit a written narrative not to exceed one page, stating why you are interested and how you could benefit the program.

Collateral duty appointments are assigned for a minimum of three years and may be renewed each year thereafter, not exceeding five years.

The APIEPM, using State Conservationist's staff assistance spends 20% of his or her time on the following duties:

1. Evaluate and report the impact of recruitment, selection, placement, promotion, training, counseling, and career development policies and practices.
2. Develop and/or coordinate the development of the APIEPM annual plan of operations, which is incorporated into the organizational unit's APO.
3. Analyze and evaluate statistical reports of the workforce in areas such as awards, workforce distribution, training, attrition, under representation, and under-utilization to identify barriers to the recruitment, employment, and advancement of Asian-Pacific Islander employees, and recommend corrective action, if needed.
4. Participate as a team member/leader in the development and implementation of affirmative action program plans.
5. Conduct training and/or provide training resources for civil rights workshops, seminars, and meetings.
6. Participate, as directed, on task forces and in work teams that examine issues relative to employment concerns.

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7. Serve as a local representative at state, regional, and national meetings concerned with Asian-Pacific Islander issues.
8. Serve as a communication link between employees and the National APIEPM, keeping employees aware of API activities through memoranda, bulletins, newsletters, and other appropriate means.
9. Perform other duties related to the APIEPM as identified by the DEEOO (State Conservationist), National APIPM, and API committees as appropriate.

The APIEPM reports directly to the State Conservationist, DEEOO, on issues impacting Asian employees. In addition, the APIEPM serves as an advisor to and Ex-Officio member of the New Mexico Civil Rights Advisory Committee.

All applicants should submit their narrative applications through their respective supervisors and line managers to the *State Administrative Officer by February 28, 2009.*

A handwritten signature in cursive script, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER  
State Conservationist