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August 23, 2010

NEW MEXICO BULLETIN NO. 230-10-4

SUBJECT: EOP – HISPANIC EMPLOYMENT PROGRAM MANAGER

TO: All Employees

ACTION REQUESTED BY: SEPTEMBER 30, 2010

Purpose. To inform employees of Hispanic Employment Program Manager Vacancy.

Expiration Date. October 31, 2010

The Hispanic Employment Program Manager (HEPM) collateral duty assignment will become vacant in November 2010. 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 HEPM, using State Conservationist's staff assistance spends up to 20% of his or her time on the following duties:

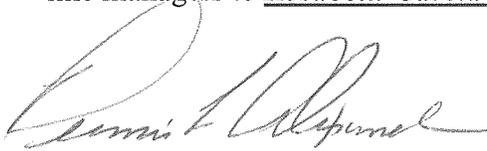
1. Evaluate and report the impact of recruitment, selection, placement, promotion, training, counseling, and career development policies and practices.
2. Develop and/or coordinate the development of the HEPM annual plan of operations, which is incorporated into the organizational unit's APO.
3. Analyze 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 Hispanics, 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.
7. Serve as a local representative at state, regional, and national meetings concerned with Hispanic issues.

(MORE)

8. Serve as a communication link between employees and the National HEPM keeping employees aware of HEP activities through memoranda, bulletins, newsletters, and other appropriate means.
9. Perform other duties related to the HEPM as identified by the DEEOO (State Conservationist), National HEPM, and HEP committees as appropriate.

The HEPM reports directly to the State Conservationist, DEEOO, on issues impacting Hispanic issues. In addition, the HEPM serves as a member on the New Mexico Civil Rights Advisory Committee.

All applicants should submit their narrative applications through their respective supervisors and line managers to *Rosabeth Garcia-Sais, State Administrative Officer by September 30, 2010.*



DENNIS L. ALEXANDER
State Conservationist