

United States Department of Agriculture



Natural Resources Conservation Service
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April 16, 2012

NEW MEXICO BULLETIN NO. 230-12-05

SUBJECT: EOP – AMERICAN INDIAN PROGRAM MANAGER

To: All Employees

ACTION REQUESTED BY: MAY 1, 2012

Purpose. To announce the American Indian Program Manager Collateral Duty Assignment.

Expiration Date. September 30, 2012.

The American Indian Program Manager (AIPM) collateral duty assignment will become vacant May 1, 2012. 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 to exceed five years.

The AIPM, 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 AIPM annual plan of operations.
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 American Indians, 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 American Indian issues.
8. Serve as a communication link between employees and the National American Indian/Alaska Native Program Manager (AIANPM), keeping employees aware of AIP activities through memoranda, bulletins, newsletters, and other appropriate means.

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9. Perform other duties related to the AIPM as identified by the Deputy Equal Opportunity Officer (State Conservationist), National AIANPM, and committees as appropriate.

The AIPM reports directly to the State Conservationist on issues impacting American Indians. In addition, the AIPM serves as a member of the New Mexico Civil Rights Advisory Committee.

All applicants should submit their narrative applications through their respective supervisors and line managers to Norman Vigil, Acting State Administrative Officer, by May 1, 2012.



J. XAVIER MONTOYA
State Conservationist