United States Department of Agriculture

NRCS

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August 2, 2012

NEW MEXICO BULLETIN NO. 230-12-09

SUBJECT: EOP – DISABILITY EMPHASIS PROGRAM MANAGER & VETERAN EMPHASIS PROGRAM MANAGER

To: All Employees

ACTION REQUESTED BY: SEPTEMBER 15, 2012

Purpose. To announce the Disability Emphasis Program Manager & Veteran Emphasis Program Manager Collateral Duty Assignment.

Expiration Date. September 30, 2012.

The Disability Emphasis Program Manager (DEPM) & Veteran Emphasis Program Manager (VEPM) collateral duty assignment will become vacant September 30, 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 DEPM & VEPM, 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 DEPM & VEPM 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 Disabled & Veteran 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.

7. Serve as a local representative at state, regional, and national meetings concerned with Disability and Veteran issues.
8. Serve as a communication link between employees and the National DEPM & VEPM, keeping employees aware of activities through memoranda, bulletins, newsletters, and other appropriate means.
9. Perform other duties related to the DEPM & VEPM as identified by the Deputy Equal Opportunity Officer (State Conservationist), National DEPM & VEPM, and committees as appropriate.

The DEPM & VEPM reports directly to the State Conservationist on issues impacting Disabled and Veteran employees. In addition, the DEPM & VEPM 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 Rosabeth Garcia-Sais, State Administrative Officer, by September 15, 2012.

Roger Ford, Acting

J. XAVIER MONTOYA
State Conservationist