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NATURAL RESOURCES

Michael L. Parson, Governor


Carol S. Comer, Director

MEMORANDUM

2020-009

DATE: December 27, 2019

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Progression Line Updates

The Soil and Water Districts Commission at their December 2, 2019 meeting approved the progression line updates proposed by the Program Delivery and District Operations committee. The committee held meetings in July and October 2019. During these meetings the committee finalized the updated version of the District Specialist Progression Line. The updated version of the progression line is attached and has been placed on the SWCD intranet site. Partial updates were presented at the Missouri Association of Soil and Water Conservation Districts (MASWCD) Area Meetings in August, and all updates at the MASWCD Training Conference in December. The Soil and Water Program Office and Soil and Water Districts Commission appreciates the work done by the committee to finalize the updated progression line.

The changes to the progression line are summarized below:

Missouri Introduction to Conservation Planning modules on AgLearn replaces Conservation Planning modules 1-8 for progression from a District Specialist I to a District Specialist II.

Twelve hours of Conservation Apprentice training has been included as an additional requirement for progression from a District Specialist II to a District Specialist III.

Attending a grazing school is a new requirement for progressing to a District Specialist IV. This requirement is only for the SWCDs that receive funding in the Grazing Management resource concern.

For progression to the District Specialist IV in the "Plan" portion, the Certified Conservation Planner has been replaced with the Conservation Apprentice. In the "Design" portion Ecological Sciences and Streambank Assessment have been added as additional options.

All Soil and Water Conservation Districts

Page 2

The program office and NRCS are in the process of finalizing an appendix for the progression line. The appendix will provide information on: 1) the requirements needed for each certification, 2) where the training or testing can be found, and, 3) what documentation must be submitted to the board, program office and/or NRCS to document the employee has completed the training or testing. Once the appendix is completed the districts will be notified and it will be placed on the SWCD Intranet site.

The progression line also reflects the new salary stipends for the positions listed. The new stipends are based on a 3% increase. The 3% increase goes into effect for all district employees on January 1, 2020. The board must document their approval of providing the increase to employees in board meeting minutes but no stipend change form is required for the increase. Any payroll received in January for hours worked in December must be paid at the previous state stipend amounts.

If you have any questions please contact your district coordinator. Thank you.

JB:CMt