



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM

2012-019

DATE: January 20, 2012

TO: All Soil and Water Conservation Districts

FROM: *for* *KEH* Colleen Meredith, Program Director
Soil and Water Conservation Program

SUBJECT: Technician II Certification

Professional development opportunities for district employees were discussed at the training conference, commission, and workgroup meetings. Along with specialized technical professional development opportunities, such as the grazing certification, districts are encouraged to cross train staff to assist in meeting the basic needs of the district. To support the cross training effort, all district employees will now have the opportunity to become a Technician II.

Any district employee, with board approval, may take the baseline Technician II certification test. Once an employee passes, he/she may become a Technician II and the district will be eligible to receive a maximum stipend of \$13.35 per hour in support of that position. To be paid at the Technician II rate, an employee must assume some Technician II responsibilities, (see attached job description from the Personnel Handbook). The program anticipates offering the next baseline Technician II certification test in February 2012, with regular opportunities offered in the future.

As mentioned in Memorandum 2012-010, all Technician IIs are required to also become a certified conservation planner (CCP). The program is working with NRCS to offer the CCP training. Since there will be a limited number of CCP trainings available, anyone who has passed the baseline certification may immediately be eligible for the pay increase.¹ However, Technician IIs must become a CCP within two years of passing the baseline certification test (or by January 1, 2014, for those who are already Technician IIs as of January 1, 2012). This two-

¹ This does contradict the statement in Memorandum 2012-010 that “[b]eginning in January 1, 2012, technicians...must also complete the NRCS Certified Conservation Planner training...to become fully certified as a District Technician II.”

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year date may be extended, since the program is still working with NRCS to meet the predicted demand for training. The CCP course will be offered on a first-come, first-serve basis; however, if demand is greater than spaces available, priority will be given based on the date that the employee passed the baseline certification testing. Once ample CCP training opportunities have been provided to meet the needs of district staff, any individual who elects not to participate in the training will lose their certification as a Technician II. In order to qualify for additional certifications (e.g. grazing management), an employee must first pass the baseline Technician II certification test.

If you have questions regarding these professional development opportunities, please contact your district coordinator. Thank you.

CM:khd

Attachments

<p>Soil and Water Conservation District Administrative Policies and Procedures</p>		
<p>Chapter 4 Employment</p>		
<p>Position Descriptions</p>	<p>Effective date</p>	<p>Revised</p>
<p>Number: 4.01-03</p>	<p>January 1, 2009</p>	<p>March 11, 2009</p>

TITLE District Technician II

Position Allocation \$27,768-\$39,041.60

Allocation Hours 2080

Hourly Rate \$13.35-\$18.77

DEFINITION

This position is responsible for performing technical duties for the soil and water conservation district. Work involves providing technical assistance to district landowners and cooperators in the area of soil and water conservation. This position requires the employee to have the ability to certify, design, and technically sign cost-share claims for certain conservation practices based on NRCS design standards and specifications. Work is performed under supervision from the district board of supervisors.

The funding and placement of this position will be based on the need for additional certification and the ability to sign cost-share claims in that specific county/region and approval by the Department of Natural Resources, Soil and Water Conservation Program Director. In order for a district to receive this funding, a verification will be performed assessing that individual skills in certifying conservation practices requirements of the NRCS Field Office Technical Guide and receive approval from the Department of Natural Resources, Soil and Water Conservation Program Director. Certification can be obtained in the following areas. Nutrient Management, Pest Management, Structure Design, Pipeline/Irrigation Design, Grazing Management, Woodland Management, and Accounting and Cost-Share Data Entry.

DUTIES AND RESPONSIBILITIES

Advises landowners on installing and maintaining soil and water conservation practices and systems within the soil and water conservation district.

Responsible for planning, staking, designing, and check-out of conservation practices while following Soil and Water Districts Commission policies and NRCS design specifications.

Responsible for the technical certification and signing of cost-share claims of certain practices based on NRCS design standards and specifications.

Assists with various district programs and activities.

Compiles technical information to assist the district board in their needs reporting, decision-making, and policy-setting functions.

Develops and maintains the district's needs assessment.

Responsible for report writing and developing conservation plans.

Performs district's annual maintenance follow-up on completed conservation practices.

Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission and the soil and water conservation district board.

**Soil and Water Conservation District
Administrative Policies and Procedures**

Chapter 4 Employment

Position Descriptions	Effective date	Revised
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EXAMPLE OF KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer systems and software.

Knowledge of current environmental issues, principles, techniques, and terminology.

Ability to navigate NRCS computer programs (ArcGis, Toolkit, Engineering, etc).

Ability to use NRCS Engineering Field Manuals and Field Office Technical Guide to design practices.

Ability to read, interpret, and apply soils data, aerial photos, topographic maps, policies, standards, and specifications for use in laying out conservation practices.

Ability to effectively demonstrate soil-sampling procedures.

Ability to use and maintain technical field equipment (i.e.: GPS, survey equipment, soil probe, etc.).

Ability to keep accurate technical notes documenting practice information.

Ability to establish and maintain working relationships with co-workers and the public.

Ability to communicate effectively.

Ability to work independently and to exercise sound judgement and discretion.

Ability to accurately complete assignments within specified timeframes.

Ability to work outdoors under all types of weather conditions.

Ability to travel over rough and uneven terrain.

EXPERIENCE AND EDUCATION QUALIFICATIONS

To be eligible for this position, candidates must first obtain the following general certifications.

- Certified Conservation Planner
- Baseline Conservation Practice Certification

The District Technician II position requires the employee to have the ability to technically certify and sign cost-share claims for certain practices based on NRCS design standards and specifications. The incumbent of this position must obtain practice approval certification.

Salary for this position will be based on the number of duties, experience, and certifications with a special emphasis on the number of practices the employee has signing authority for.