

# POSITION DESCRIPTION A

Employee Name:  
 Agency: **Board of Water and Soil Resources (BWSR) State**  
 Classification Title: **Program Administrator Coordinator Technical**  
 Working Title: **Training and Certification Program Coordinator**  
 PCN:  
 Prepared By: Jenny Gieseke, Organizational Effectiveness Manager

Acknowledgement that Position Description accurately reflects current:

<hr/> Employee <span style="float: right;">Date</span>	<hr/> Supervisor <span style="float: right;">Date</span>
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## POSITION PURPOSE

This position is responsible for coordination and administration of the Technical Training and Certification Program for the Board of Water and Soil Resources (BWSR) and the Natural Resources Conservation Service (NRCS). This involves comprehensive coordination of technical training and certification for Soil and Water Conservation District (SWCD), NRCS and BWSR staff involved in programs administered by BWSR, NRCS and their partners, including staff in 89 SWCD, 92 NRCS and 10 BWSR offices statewide. A primary goal is to support, develop and maintain effective conservation technical assistance for applicable state and federal programs by implementing the Technical Training and Certification Strategy for Conservation Delivery in Minnesota. This position is to provide critical program leadership and coordination. Resource concerns involving conservation technical assistance include erosion and sediment control, water quality restoration and protection, wetland restoration and protection, soil health, private forest management, pasture management, wildlife habitat improvement, drainage management, flood damage reduction, and other conservation and natural resource enhancement objectives.

## REPORTABILITY

Reports to: Organizational Effectiveness Manager  
 Supervises: No direct supervisory responsibilities, but substantially responsible for technical training and certification program leadership and coordination with applicable BWSR, NRCS and SWCD staff.

## DIMENSIONS

Budget: Works with BWSR, NRCS and clientele to incorporate technical training into state, region, area and local work plans and budgets, for both providing and receiving training. The associated budget impacts can be up to hundreds of thousands of dollars per year.

Clientele: *Primary:* Soil and Water Conservation District, SWCD Technical Services Area, NRCS and BWSR staff involved in providing conservation technical assistance and associated technical training and certification. This includes the Minnesota Association of Soil and Water Conservation Districts (MASWCD) and Minnesota Association of Conservation District Employees (MACDE).  
*Secondary:* Other partners of BWSR and NRCS.

## **POSITION DESCRIPTION B**

### **RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS**

- 1. Serve as the facilitator and steward for training course scope, curriculum, materials and evaluation.**

**Priority: A**

**Percent of Time: 40%**

**Discretion: A**

#### **Tasks:**

- Promote identified training sessions to address identified priority needs, in cooperation with other BWSR and NRCS staff and appropriate conservation partners.
- Develop and manage classroom trainers (and follow-up mentors) including Memorandums of Understanding and contracts; identify and secure appropriate instructors.
- Coordinate and/or coach subject-matter trainers on planning and development of training sessions.
- Coordinate and/or coach subject-matter trainers on participant-centered training delivery methods and consistency of training delivery.
- Provide for and oversee technical training event logistics.
- Develop and distribute materials for promotion of technical training opportunities.
- Develop and maintain curriculums for course materials, building consistency and quality throughout the state.
- Look for innovative methods to build technical expertise.
- Implement a uniform system of evaluating individual training class and presenter effectiveness, as well as the effectiveness of the overall training program, including outcomes, costs, efficiencies, and areas of opportunity.
- Work closely with BWSR's Regional Training Engineers and Regional Training Conservationists to identify, plan and deliver priority training events based on input from Area Training Teams.

#### **Performance Indicators:**

- Training sessions and curricula are developed in cooperation with BWSR and NRCS staff and partners to fulfill priority training needs and develop priority capabilities.
- Effective informal and formal partnerships and contracts are developed and managed for efficient training program delivery, as appropriate.
- Partnerships illustrate effective and efficient training coordination.
- BWSR and NRCS perspectives and services (including limitations) for technical training are well represented and coordinated with clientele and partners.
- Training sessions address identified needs and are efficiently and effectively delivered.
- Technical training sessions are valued by clientele not only for credentialing purposes but also because of the quality of the instruction and materials.
- Training information and promotion materials, including fliers, a catalog and calendar, are high quality and provided via timely and effective methods.

- 2. Develop the process for, and serve as the steward of, individual development plans and annual technical training needs assessment. This data should be accessible by both BWSR and NRCS.**

**Priority: A**

**Percent of Time: 20% Discretion: A**

**Tasks:**

- a) Develop IDP template(s) to address technical core competencies and areas of specialization for endorsement by the State Technical Training Committee.
- b) Coordinate a training needs assessment on an annual basis for SWCD, NRCS and BWSR staff using systematic approaches and effective communications.
- c) Oversee development of a tracking system for SWCD, NRCS and BWSR technical training priorities.

**Performance Indicators:**

- a) IDP templates are well coordinated, accepted and utilized.
- b) Annual training needs assessment is well timed within the training calendar considering typical staff workload by season, well accepted by users and provides an effective definition of priority training needs.
- c) An effective system is developed and maintained to track annual priority technical training needs, as a basis for annual training curriculum development and updating.

- 3. Develop and coordinate an implementation plan for the Minnesota Model outlined in the Technical Training and Certification Strategy for Conservation Delivery in Minnesota.**

**Priority: A**

**Percent of Time: 15%**

**Discretion: B**

**Tasks:**

- a) Create program implementation plans and corresponding guidelines, budget, and other documentation as needed.
- b) Coordinate roll-out of the strategy and implementation plan to appropriate groups, informing/educating staff and boards on policy and benefits of Minnesota's technical training and certification model.
- c) Develop a recommended structure, guiding principles, and work plan for the State Technical Training Committee and Area Training Teams for agency leadership approval.
- d) Serve as a facilitator for the State Technical Training Committee and liaison to Area Training Teams
- e) Create timelines and benchmarks from which to measure progress.
- f) Recruit, motivate, and support members of the State Technical Training Committee and Area Training Teams to achieve program goals.
- g) Update and evaluate the technical training implementation plan to guide BWSR and NRCS technical training functions, in cooperation with SWCD partners.

**Performance Indicators:**

- a) A technical training implementation plan is clear and achievable, addresses needs assessments, identifies key opportunities, builds on effective training partnerships and

- provides the necessary direction for an effective technical training and certification program.
- b) Training process and opportunities are timed to coordinate with program implementation schedules.
- c) The State Technical Training Committee and Area Training Teams have clear and effective charters and work plans.

**4. Coordinate development and maintenance of guidance for identifying core competencies, local priority resource concerns and areas of specialization.**

**Priority: A                      Percent of Time: 10%                      Discretion: A**

**Tasks:**

- a) Coordinate with NRCS and BWSR lead technical staff and the State Technical Training Committee to develop, disseminate and maintain policy and guidance for identifying technical core competencies by type of position.
- b) Coordinate development, dissemination and maintenance of guidance for identifying local priority resource concerns.
- c) Coordinate with NRCS and BWSR lead technical staff and the State Technical Training Committee to develop, disseminate and maintain policy and guidance for identifying area(s) of specialization for positions and individual staff.

**Performance Indicators:**

- a) Applicable policies and guidance are clear, concise and well-coordinated.
- b) Conservation technical assistance providers and their supervisors have a common understanding of core competencies, priority resource concerns for their work location and applicable areas of specialization sufficient to develop and maintain individual development plans and identify priority training needs.

**5. Coordinate updating and dissemination of policies and procedures for Job Approval Authority (JAA), and coordinate the development and maintenance of a JAA tracking system for both Engineering (ENG) and Ecological Sciences (ECS).**

**Priority: B    Percent of Time: 10%                      Discretion: B**

**Tasks:**

- a) Oversee the development of a tracking system for the JAA certifications of NRCS, SWCD and BWSR staff.
- b) Coordinate with the NRCS State Conservation Engineer and State Resource Conservationist, and the BWSR Training Coordinator, to gather current JAA data.
- c) Coordinate the updating of policies and procedures for acquiring, maintaining and using JAA certification and sharing this information with all applicable staff.
- d) Establish entry and update and approval processes protocol maintain JAA at the field level.
- e) Identify processes to highlight JAA review schedules and create processes for employees to ensure their JAA remains current, as appropriate.

**Performance Indicators:**

- a) JAA policies and procedures are updated and shared with all applicable NRCS, SWCD and BWSR staff, as appropriate.

- b) A JAA tracking system is developed in coordination with applicable BWSR and NRCS staff, as well as SWCD representatives.
- c) The JAA tracking system includes a process to highlight JAA review schedules and a process is created and shared to ensure that JAA remains current, as appropriate.

**6. Prepare reports related to training and certification program outcomes and associated next steps.**

**Priority: B                      Percent of Time: 5%                      Discretion: A**

**Tasks:**

- a) Prepare and submit accomplishment and status reports to NRCS in accordance with contribution agreement requirements and in coordination with BWSR accounting staff.
- b) Prepare annual reports and evaluation reports of technical training in Minnesota for BWSR and NRCS leadership, the State Technical Training Committee, Area Training Teams, the Minnesota Association of Soil and Water Conservation Districts, Minnesota Association of Conservation District Employees and other partners, as applicable.
- c) Prepare annual recommendations for next steps in the development and maintenance of the Technical Training and Certification Program.

**Performance Indicators:**

- a) Contribution agreement reporting is timely and accurate.
- b) Technical Training and Certification Program annual reports are informative, succinct and well respected.
- c) Effective recommendations for next steps are provided to BWSR, NRCS and SWCD leadership on an annual basis.

**Summary of Priorities, Percent of Time and Discretion**

<b>Responsibility</b>	<b>Priority</b>	<b>Percent of Time</b>	<b>Discretion</b>
1	A	15%	B
2	A	10%	A
3	A	20%	A
4	A	40%	A
5	B	5%	A
6	B	10%	B

**Definitions:**

*Priority A:* Results are essential and must be accomplished.

*Priority B:* Results are important and should be accomplished, but not at the expense of A priorities.

*Discretion Level A:* Employee investigates, makes decisions, takes appropriate actions and reports by exception through normal communication and review processes.

*Discretion Level B:* Employee investigates, makes decisions and confers with supervisor before or immediately after, action is taken, depending on time sensitivity of action.

## **POSITION DESCRIPTION C**

### **RELATIONSHIPS**

This position provides Technical Training and Certification Program administration and coordination statewide for technical training sponsored by the BWSR, NRCS and partners. The position holder must develop and maintain strong working relationships with partner training coordinators, NRCS, BWSR and other training providers, event planners within BWSR and partner organizations, as well as with the State Technical Training Committee, Area Training Teams and other technical training partners, in order to effectively and efficiently integrate planning, providing and receiving of training for employee development within SWCDs, NRCS, BWSR and applicable partners.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The position holder must have a Bachelor's Degree in soil and water conservation, watershed management, environmental sciences, educational leadership, training and development, communications, or a related field. The position holder must also have a knowledge of, and preferably experience in, the structure, organizational procedures and dynamics of local, state, and federal government units and their boards, commissions, and affiliated associations. In addition, the employee must have:

- 1) The ability to provide leadership and manage resources in order to develop and coordinate technical training opportunities for SWCD, NRCS and BWSR staff.
- 2) Experience and training in education, outreach or educational programming using both traditional and non-traditional methods such as classroom, web-based, and field environments.
- 3) Experience and training in adult learning methodologies.
- 4) The ability to effectively communicate in writing in order to develop and maintain a strategic training plan, training catalogs, long and short term work plans, training needs assessment procedures, and outcomes reporting using appropriate computer hardware and software, including Word, Excel, PowerPoint and Acrobat.
- 5) Skill in using principles of soil and water conservation, water quality restoration and protection, land use management and related disciplines in order to develop technical training curriculums and evaluate training providers.
- 6) The ability to develop and maintain strong working relationships with BWSR, NRCS, SWCD staff and partners in order to plan, promote, and facilitate conservation technical training, with a good understanding of complex relationships and differing agendas.
- 7) The ability to independently plan, schedule and organize work in order to manage multiple client needs, sources of information and requests for assistance.
- 8) The ability to work constructively under pressure and cope with ambiguities and setbacks.
- 9) High level of organization to manage multiple projects with competing deadlines.

### **PROBLEM SOLVING**

Key problem solving areas of this position are related to providing for conservation technical training needs of a diverse, statewide clientele including SWCD, NRCS and BWSR staff. The employee must be able to assess the training needs, capabilities and resources available to provide effective training.

Normal job related activities may involve relationships with central/state, area and local office staff, colleges and universities, private sector businesses and associations. Strong communication links with all groups are critical. There will be opportunities for innovation and creativity in establishing and maintaining these links. The employee must use knowledge of existing capabilities and programs to tailor solutions to existing problems and work with the appropriate groups to achieve a solution. The employee must have adequate knowledge to grasp complex soil, water and other natural resource conservation issues and have communication skills necessary to effectively convey the associated concepts to a variety of clientele.

**FREEDOM TO ACT**

The incumbent has substantial freedom to act under the general direction of the Director of Organizational Effectiveness. The incumbent will need to make frequent independent decisions regarding courses of action and problem resolution within the guidelines established for the position. These decisions can be made independently, consistent with BWSR program and administrative policies. When application of policy to a complex situation is unclear, he/she shall defer decisions until direction is received from his/her supervisor. The incumbent shall confer with, or defer to, the appropriate program manager regarding program administrative policy interpretation and compliance.

