Job Approval Authority Process

1 Identify training needs
   • Identify the practices needed to address local priority resource concerns.
   • Discuss technical capacity and need between supervisors and staff.
   • Complete the Individual Training Plan (IDP) in eLINK.

2 Develop knowledge and gain experience
   • Attend training offered through the Technical Training and Certification Program and other partners.
   • Complete on-the-job training with resource professionals, including staff located in other offices to assist in practice planning, design and implementation.
   • Develop practice designs with assistance from experienced staff.

3 Demonstrate knowledge and experience
   • Develop practice designs independently and have them reviewed and approved by someone with JAA.
   • When confident with your ability to plan, design or certify a practice, submit for review.

4 Knowledge and experience review
   • The Area Resource Conservationist or Area Engineer reviews the practice planning, designs or certifications, and may recommend changes or additional information.
   • The Area Resource Conservationist or Area Engineer may ask to see documentation of your experience and/or training.

5 Job Approval Authority delegation
   • The Area Resource Conservationist or Area Engineer delegates the level of Job Approval Authority.
   • The supervisor must concur with the delegation.
   • The employee reviews the delegation and signs the ethics statement.