U.S. DEPARTMENT OF AGRICULTURE
FARM PRODUCTION AND CONSERVATION MISSION AREA
BUSINESS CENTER
WASHINGTON, DC 20250

FPAC NOTICE	NUMBER: FPAC-N 4230-001
SUBJECT: Announcement of National Special Emphasis Program Manager (SEPM) Vacancies	DATE: April 4, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: September 30, 2019

1. PURPOSE

    This directive provides guidance and announces the following Farm Production and Conservation (FPAC) Mission Area National Special Emphasis Program Manager (SEPM) vacancies:

    a. American Indian/Alaska Native Emphasis Program Manager;
    b. Disability Emphasis Program Manager; and
    c. Veterans Emphasis Program Manager.

2. SPECIAL INSTRUCTIONS

    If you are interested in serving in one of these collateral duty National SEPM positions, complete and submit the attached application form. Applications should include supervisory approval and must be submitted to Rick Tafoya, National SEPM Team Lead, Workforce Planning and Recruitment by email to rick.tafoya@usda.gov by April 15, 2019.

3. MESSAGE

    a. The National SEPM is a collateral duty position that reports to the Chief, Workforce Planning and Recruitment Section, Workforce Programs Branch of the FPAC Business Center (BC) Human Resources Division (HRD). Employees who seek to expand their knowledge of SEPs and acquire new skills are encouraged to apply for these positions.

        The SEPMs serve three-year terms and are required to dedicate up to 20 percent of their official time to SEPM-related activities. The selectees will perform SEPM activities at his or her current duty station. There is no temporary promotion or detail associated with these positions.

    b. National SEPMs provide leadership and direction in conjunction with all activities to the respective SEPs under the HRD Director's overall leadership. Travel may be involved and will be approved and paid by the HRD Workforce Planning and Recruitment Section in accordance with agency policies and Federal travel regulations.

c. The applicant should be familiar with issues important to the affinity group; must be committed to equal opportunity policies established by law, USDA and the FPAC agencies; and have a demonstrated track record of a fully successful or better performance rating. Supervisory concurrence is required to apply for these collateral duty positions, along with the State Executive Director equivalence or Deputy Chief, regional director, chief executive officer, dependent on the employee's chain of command.

d. In cooperation with others within the SEP, National SEPMs –

   (1) Make recommendations on policies and guidance, training and recruitment strategies for their respective FPAC SEP areas and evaluate the effectiveness of activities and efforts in achieving program objectives. Serve as the national point of contact at the FPAC BC level and provide leadership and guidance to State-level SEPMs in the respective collateral position.

   (2) Provide training, guidance, information and assistance to National Headquarters, regions, states, managers, supervisors and other collateral duty SEPMs. In addition, they serve as a resource and staff advisor with respect to affirmative employment programs and opportunities for improvement related to equal opportunities for employees and the community they represent.

   (3) Analyze and evaluate employment policies, practices and procedures and workforce profile data and other relevant data to determine if barriers or potential barriers to full participation exist, and report findings to the appropriate supervisor and management official with recommendation for measurable improvement.

   (4) Maintain relationships with SEPMs from other agencies and professional or community-based organizations to exchange ideas, advice, best practices and information.

   (5) May serve as a program manager for specific human resources contractual agreements that involves processing and managing these agreements with either internal or external partners.

4. CONTACT

   If there are questions about this notice, contact Rick Tafoya, HRD Workforce Planning and Recruitment Section by either of the following:

   a. telephone at 515-323-2258
   b. email to rick.tafoya@usda.gov.

Attachment A – Application for Vacancy FPAC National SEPM Collateral Duty Position

- END -

APPLICATION FOR VACANCY -
FARM PRODUCTION AND CONSERVAVTION (FPAC)
NATIONAL SEPM COLLATERAL DUTY POSITION

American Indian/Alaska Native Emphasis Program Manager _____
Disability Emphasis Program Manager _____
Veterans Emphasis Program Manager _____

NAME: _____ GRADE/SERIES: _____
TITLE: _____
WORK ADDRESS: _____
WORK PHONE: _____
EMAIL ADDRESS: _____

Complete application includes the following:

In a narrative form, provide your work experience and accomplishments in the following areas-

1. Reasons why you are interested in applying for this position and how you believe that you can benefit the mission of FPAC as a Special Emphasis Program Manager.

2. Interpersonal skills to effectively communicate and provide information and guidance in the area of Special Emphasis Program management.

3. Management skills to plan, develop and evaluate a program with nationwide impact.

4. Fact finding and problem solving skills, including analytical skills, to identify opportunities for improvement to recruitment as well as to develop and implement program recommendations.

5. Demonstrated support for diversity and inclusion in the FPAC workplace.

Include updated resume as part of application

Statement of concurrence from your supervisor and allowance holder (e.g. State Conservationist/State Executive Director or Deputy Chief):

Supervisor Signature   **Senior Leader Signature**

_____   _____
Date ..   **Date**

APPLICATION AND CURRENT RESUME SHOULD BE EMAILED TO: rick.tafoya@usda.gov