

**TEAM RCD STAFFING PROPOSALS**

**RECOMMENDATION FOR IMPLEMENTING**

**NRCS EMPLOYEE AGREEMENT**

**PRESENTED BY ROSE CORONA**

**OCTOBER 28, 2024**

October 25, 2024

To: TEAM RCD Board of Directors

From: Director Rose Corona

RE: **Recommendation for Implementing NRCS Employee Agreement**

At the October 10, 2024 meeting, I was asked to provide additional information regarding my recommendation for the Board to considering hiring a direct hire employee to perform some or all the work identified in the scope of services for the NRCS agreement. Below is my proposal for the Board's review and discussion. It includes a potential mix of direct hire and contracted positions, which I believe not only fulfills the obligations of the grant, but also provides the opportunity to build capacity for TEAM RCD in a fiscally responsible and publicly transparent way.

**Recommended Proposal:**

I believe the job description and duties outlined in the NRCS agreement would far exceed a "part-time" individual's abilities or pay scale. In order to leverage the existing funds and to multiply the possibilities of expanding the capacity of TEAM RCD, it is my recommendation that the job duties be split into three different positions that would share the load, split the payroll and/or funds if an outside consultant or company is chosen for specific work. This recommendation expands the number of individuals or companies that can assist in sharing the load of the duties that need to be performed for NRCS while simultaneously building a pipeline for long term employment at TEAM RCD to perform those duties on behalf of the District and other districts if needed. I believe the NRCS grant budget has sufficient funding to cover the costs of implementing this proposal, but if, based upon responses to RFPs, additional funding is needed, there are other grants such as WETA that could be billed for tasks also applicable to those projects.

**Recommended Positions:**

1. Conservation Project Manager - Create a part-time Conservation Project Manager position to provide project management and grant administration services. Can be a direct hire, independent contractor or sub-contractor, business or company or individual who can perform the duties outlined in the job description in this packet and can show proper experience in performing those duties. A salary range of \$40.00 to \$52.00 per hour is recommended (see attached job description). Either: 1) amend the existing Officer Manager position to change her title and add hours in order to provide the services, which are compatible with her existing duties; 2) advertise for and hire an employee to provide the services; or 3) issue an RFP for the services. If options 2 or 3 are selected, applications and submittals would require a review of all experience in the field of managing conservation projects and employee management and to include administrative experience in compiling

data for review which includes being up to speed on the current laws involving employment.

2. Conservation Project Coordinator - Create a part-time Conservation Project Coordinator position to provide the technical conservation services required by the grant. Can be a direct hire, independent contractor or sub-contractor, business or company or individual who can perform the duties outlined in the job description in this packet and can show proper experience in performing those duties. A salary range of \$33.00 to \$43.00 per hour is recommended (see attached job description). An RFP would be submitted outlining the relevant experience, years of experience, years coordinating employees in the field, successful projects that have deliverable results to be checked, relevant experience managing employees in the designated field and administrative experience in compiling data for review and submission to Governmental agencies.
3. Resource Conservation Technician - Create a part-time Resource Conservation Technician position. Can be filled with an intern, trainee, undergraduate or graduate student looking for work experience, credits or an addition to their degrees. The employee would work in the various conservation activities under the mentorship of the Conservation Project Coordinator that would mentor them in achieving a knowledge of the experience needed to perform the duties outlined in the NRCS program. In this way if the intern is trained to do various kinds of work (water audits, soil testing etc.) then it provides the District an opportunity to eventually build the capacity for a full or part time employee to perform duties within the District with experience and knowledge in NRCS best practices and as a partner to sister agencies to help them when their staff is overloaded with requests to perform similar duties. A salary range of \$29.00 to \$34.00 per hour is recommended (see attached job description). Many of these "trainees" can be hired through various Universities and ag programs and funded by the Universities themselves.

#### **Recommended Process:**

1. Send out RFP's and a job description to apply for the below positions to include but not exclusive to various 501© 3 conservation organizations, independent individuals, partner RCD's for potential collaboration and/or employee sharing opportunities, University agricultural extensions and graduate programs, professional companies and the general public to various job sites which would have a track record of providing adequate interest for people looking for employment in the Conservation sector. There would be three positions to consider and the process below is recommended in order to find the best candidate for the position(s):
2. Set a range internally for pay scale based on existing definitions and pay ranges in the industry. Split the monies to be paid to the various positions based on Request for Proposals which reflect the time and experience that the applicants feel it would take to fulfill the agreement and what it would take to perform the outlined duties for each position while splitting the responsibilities amongst the three in order to professionally and adequately meet all the requirements outlined in the Agreement. TEAM RCD should obtain at least 3

proposals to adhere to a competitive bid practice outlined in the state and federal grant guidelines.

3. All applications should be submitted through the website at a designated portal or mailed to the P.O. Box , for security of informational purposes and collected by the Office Manager.
4. Review of applications and RFP's should be performed by an independent outside committee of professionals fluent and qualified in review of candidate employment and in the Conservation sector to include the current strategic planning consultant, Chris Gray. It can also include District Managers with hiring experience or people from their HR departments outside the regional area and perhaps SAWA's HR department (unless SAWA is one of the applicants) with assistance from James Law or an individual who does hiring for their organization on a regular basis. Overview and consideration of applicants must be based on the job description and qualified experience to reduce the number of applications to be considered eventually by the Board.
5. Recommendations of top candidates should be forwarded to the Board as a whole for interviews and review and selections which must be done in closed session. All members of the Board must participate in the discussion and selections reduced for final selections.
6. Following are some of the organizations that should be forwarded the job descriptions in order to have a full reach for perspective applicants:

Universities with Conservation or Ag related programs-University of California Riverside, Cal Poly Pomona and San Luis Obispo, UCR Extension

RCD's-Mission RCD (they are an existing partner already doing work with us and we share the watershed) IERCD, RCRC, SJRCD and others as deemed necessary.

501-C-3 ORGANIZATIONS-SAWA, Rivers and Lands Conservancy and others

#### UNIVERSITY GRADUATE PROGRAM BULLETIN BOARDS

Institutional and Corporate Employment Entities-Apple One, I Hire, Indeed, Linked-in, Zip Recruiter etc.

CONSERVATION JOB BOARD-Conservationjobboard.com and other College Job Boards

#### COLLEGE CORPS:

##### **NORCO**

**Eva Amezola**

Counselor, TRIO SSS

Co-Coordinator, NC College Corps

951-888-0455 (Text or Call)

[eva.amezola@rccd.edu](mailto:eva.amezola@rccd.edu)

##### **Riverside City College:**

**Darci Manzo Piron**

(she/her)

Director, College Corps  
Riverside City College  
[darci.manzo@rcc.edu](mailto:darci.manzo@rcc.edu)

**Attachments:**

- Attachment A: Conservation Project Manager Job Description
- Attachment B: Conservation Project Coordinator Job Description
- Attachment C: Resource Conservation Technician Job Description

**EXHIBIT "A"**



**NOTICE OF GRANT AND AGREEMENT AWARD**

<p>1. Award Identifying Number  NR249104XXXXC034</p>	<p>2. Amendment Number</p>	<p>3. Award /Project Period  Date of final signature - 12/31/2025</p>	<p>4. Type of award instrument:  Cooperative Agreement</p>												
<p>5. Agency (Name and Address)  Natural Resources Conservation Service 430 G Street, Suite 4164 Davis, CA 95616</p>		<p>6. Recipient Organization (Name and Address)  Temecula Elsinore Anza Murrieta RCD PO BOX 2078 Temecula CA 92593  UEI # TMXGW4KC3PS6</p>													
<p>7. NRCS Program Contact  Keir Thomas (951) 594-0766 Keir.Thomas@usda.gov</p>	<p>8. NRCS Administrative Contact  Daniel Curtis (503) 414-3286 daniel.curtis@usda.gov</p>	<p>9. Recipient Program Contact  Teri Biancardi (951) 961-6622 teri.biancardi@teamrcd.org</p>	<p>10. Recipient Administrative Contact  Rae Shirer (657) 333-2361 manager@teamrcd.org</p>												
<p>11. CFDA  10.902,10.912</p>	<p>12. Authority  7 CFR 12 7 U.S.C. 1010a 16 U.S.C. 590a-590f, 590q 16 U.S.C. 2001-2009 16 U.S.C. 3801 et seq 16 U.S.C. 3839aa et seq.</p>	<p>13. Type of Action  New Agreement</p>	<p>14. Program Director  Teri Biancardi (951) 961-6622 teri.biancardi@teamrcd.org</p>												
<p>15. Project Title/ Description: For irrigation evaluations, outreach, needs assessment, and conservation technical assistance.</p>															
<p>16. Entity Type: D = Special District Government</p>															
<p>17. Select Funding Type</p> <table border="1"> <tr> <td data-bbox="16 1648 548 1743"> <p>Select funding type:</p> </td> <td data-bbox="548 1648 1058 1743"> <p><input checked="" type="checkbox"/> Federal</p> </td> <td data-bbox="1058 1648 1565 1743"> <p><input type="checkbox"/> Non-Federal</p> </td> </tr> <tr> <td data-bbox="16 1743 548 1837"> <p>Original funds total</p> </td> <td data-bbox="548 1743 1058 1837"> <p>\$75,000.00</p> </td> <td data-bbox="1058 1743 1565 1837"> <p>\$0.00</p> </td> </tr> <tr> <td data-bbox="16 1837 548 1932"> <p>Additional funds total</p> </td> <td data-bbox="548 1837 1058 1932"> <p>\$0.00</p> </td> <td data-bbox="1058 1837 1565 1932"> <p>\$0.00</p> </td> </tr> <tr> <td data-bbox="16 1932 548 2020"> <p>Grand total</p> </td> <td data-bbox="548 1932 1058 2020"> <p>\$75,000.00</p> </td> <td data-bbox="1058 1932 1565 2020"> <p>\$0.00</p> </td> </tr> </table>				<p>Select funding type:</p>	<p><input checked="" type="checkbox"/> Federal</p>	<p><input type="checkbox"/> Non-Federal</p>	<p>Original funds total</p>	<p>\$75,000.00</p>	<p>\$0.00</p>	<p>Additional funds total</p>	<p>\$0.00</p>	<p>\$0.00</p>	<p>Grand total</p>	<p>\$75,000.00</p>	<p>\$0.00</p>
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18. Approved Budget

Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$65,000.00
Construction	\$0.00	Other	\$10,000.00
Total Direct Cost	\$75,000.00	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$0.00
		Total Federal Funds Awarded	\$75,000.00
		Total Approved Budget	\$75,000.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative	Signature	Date
Carlos Suarez State conservationist		
Name and Title of Authorized Recipient Representative	Signature	Date
Teri Biancardi Board President		

**NONDISCRIMINATION STATEMENT**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

**PRIVACY ACT STATEMENT**

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).



## Statement of Work

### Purpose

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and Temecula Elsinore Anza Murrieta Resource Conservation District (TEAM RCD) (Recipient), is to provide additional technical assistance, irrigation evaluations and program promotion in the TEAM RCD Service Area.

TEAMRCD's territory includes 505,000 acres, or approximately 789 square miles in southern Riverside County. It is bounded by Orange County in the west and San Diego County in the South, and extends eastwards to include Anza, and northwards in a loop around Lake Elsinore. TEAMRCD's service area includes an agricultural community which generates \$1 billion in annual economic revenue. The Cahuilla and Pechanga tribes also reside in TEAM's district.

The purpose of this project is to expand outreach into agricultural communities, with a special focus on historically underserved/disadvantaged communities, as defined by AB 1550 maps, to identify producer needs and match them up with available resources and technical support. The technician will connect affected communities with NRCS disaster recovery and where eligible, fuel reduction programs. The cooperative agreement will further support NRCS programs by assisting with the enrollment of farmers into NRCS programs.

### Objectives

The TEAM RCD promotes conservation practices of natural resources, opportunities in public education and participation as well as a sustainable quality of life for communities within our district. This agreement will address areas of mutual priority and interest with USDA NRCS. Both NRCS and TEAMRCD lack personnel to perform preliminary assessments and evaluations of need in our overlapping service area. This project will address this deficit and facilitate an understanding of producer resource concerns and provide pathways to producer support.

TEAM RCD is proposing to hire a part-time staff person to provide NRCS with the following priority focus areas:

1. Irrigation evaluations: Water conservation is a critical concern in our service area. There is a need to conduct irrigation evaluations and distribution uniformity tests to help our community with increased levels of irrigation water management. This would align with NRCS Water Smart and EQIP programs.
2. Public outreach: Outreach efforts to elevate the visibility of NRCS and TEAMRCD conservation programs will be conducted, such as EQIP, CSP Water Smart and WETA. These efforts will be accomplished through a combination of workshops, work group meetings, website information, newsletter distribution, and word of mouth. The technician will seek out farmers where they are found, build connections through existing networks such as the Temecula Valley Winegrowers Association and will host NRCS sign-up workshops.
3. Needs assessment: A needs assessment of our community to identify priority resource conservation concerns and opportunities will be completed. A particular focus will be to reach the socially disadvantaged agricultural community.
4. Technical assistance: Direct assistance to the NRCS office will be provided in the form of program interest sign-ups and applications. Two NRCS sign-up workshops will be hosted by TEAMRCD at venues within the service area. The technician will assist with information-gathering and technical support for the application process.

### Budget Narrative

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award. Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

TOTAL BUDGET \$ 75,000.00

TOTAL FEDERAL FUNDS \$ 75,000.00

PERSONNEL \$ 0.00

FRINGE BENEFITS \$ 0.00

TRAVEL \$ 0.00

EQUIPMENT \$ 0.00

SUPPLIES \$ 3,146.98

CONTRACTUAL \$ 63,850.00

CONSTRUCTION \$ 0.00

OTHER \$ 1,184.84  
TOTAL DIRECT COSTS \$ 68,181.82  
INDIRECT COSTS \$ 6,818.18  
Recipient has elected to use the de minimis indirect cost rate.

#### SUPPLIES

GIS compatible laptop: \$2,530.78  
External solid-state drive: \$250.20  
600 color copies at 0.45 cents (double sided) for workshop flyers (\$270)  
600 black/white copies at 0.16 cents (double sided) and questionnaires for farmers: \$96

#### CONTRACTUAL

Consultant ( Conservation Technician)  
Provides staff for field work, mapping, workshops, flyer development, questionnaire development, mileage to meet with farmers and stakeholders, needs assessment report writing, to assist farmers with applying for NRCS programs, irrigation evaluations, coordination with Riverside Ag Commissioner, Riverside County Farm Bureau, NRCS, TEAMRCD, etc., provide necessary insurance, semiannual performance reports for one year. Rate of pay and hours are only approximations. \$61.98/hr. x ~1000 hours = \$62,000

Accountant for completing SF425 financial reports (semi-annually) and billing: \$600 (\$100 per hour x 6 hours)

Legal for review of contracts, issues, etc.: \$1,000 (\$250 per hour x 4 hours)

Graphic Artist for workshop flyer and report layouts \$250 (\$50 per hour x 5 hours)

#### OTHER

1. ARC-GIS Pro Software: Up to \$600 per license
2. Microsoft Office 365: \$150 (annual license)
3. Adobe Acrobat Pro: \$275 (annual license)
4. 12 months of ZOOM: \$159.84 (1 year subscription)

#### **Responsibilities of the Parties:**

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

#### NRCS RESPONSIBILITIES

1. District Conservationist Keir Thomas will serve as the Project Manager, and will provide, as needed, technical assistance and training as available and approved by NRCS.
2. Provide availability to NRCS technology and technical tools to the maximum extent possible and provide quality assurance.
  - a. NRCS review and approval of one stage of work before another may begin.
  - b. Collaboration or joint participation.
  - c. Having direct NRCS operational involvement or participation during the activity.

#### RECIPIENT RESPONSIBILITIES

1. The TEAMRCD President will be the Point of Contact for NRCS and will be responsible for ensuring the work is performed and the deliverables produced as outlined in this Statement of Work.
2. Comply with the applicable version of the General Terms and Conditions.
3. Contractor will meet as needed with NRCS Project manager.
4. Submit reports and payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to FPAC.BC.GAD@usda.gov as outlined in the applicable version of the General Terms and Conditions. Limit advance payment requests to immediate cash needs (generally 30-60 days).  
Reporting frequency is as follows:
  - a. Performance reports: semi-annual
  - b. SF425 Financial Reports: semi-annual

## Expected Accomplishments and Deliverables

1. A resource inventory and needs assessment of TEAMRCD's service area, focusing on the socially disadvantaged agricultural community. (MAY/2025)

Technician will produce a report which will:

Subtask 1: Quantify land under agricultural production in TEAM's service area.

Subtask 2: Identify crop types and products

Subtask 3: Through interviews and outreach, highlight producers' top three resource concerns.

2. Public outreach to producers and two sign-up workshops a year (APRIL/2025; SEPT/2025)

Technician will:

Subtask 1: Host two workshops in centrally located venues to facilitate NRCS registrations.

Subtask 2: Make direct contact with 40 farmers, 10 of whom are from a disadvantaged community.

Subtask 3: Build connections with the agricultural community and promote NRCS and TEAMRCD programs by attending agricultural-themed events, doing outreach to established agricultural entities and driving the service area.

3. Irrigation evaluations and distribution uniformity tests averaging two a month (Ongoing through September 2025)

4. Technical assistance with NRCS application forms (Ongoing through September 2025)

Technician will:

Subtask 1: Train with NRCS to learn how to complete EQIP applications.

Subtask 2: Assist applicants with filling out forms.

Subtask 3: Assist NRCS with completing required materials for applications

Subtask 4: Provide ARC/GIS mapping for applications

5) Promotion of NRCS services on TEAMRCD's website (Ongoing through September 2025)

6) Promotion of NRCS services on TEAMRCD's monthly newsletter (Ongoing through September 2025)

## Resources Required

See the Responsibilities of the Parties section for required resources, if applicable.

## Milestones

See the Expected Accomplishments and Deliverables section for milestones.

## GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:  
<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html>

**EMPLOYEE DIRECT HIRE BUDGET ESTIMATES (SAMPLE ONLY)**

Proposal Cost Overview	Estimates only							# of hours to perform work	Total Employee Wages
	Workers Comp			Total Burden					
	Classification	Age	Per Hour	W/C rate %	Fed & State Tax	Rate	Total Hourly Rate		
Program Manager	8810		\$50.00	0.64%	11.92%	12.56%	\$56.28	400	22512.00
Program Coordinator	9410		\$50.00	2.32%	11.92%	14.24%	\$57.12	800	45696.00
Conservation Tech	9410		\$32.00	2.32%	11.92%	14.24%	\$36.56	800	29245.44
									97453.44

**Notes: Fed and State Tax includes employers portion of Social Security, Medicare, Unemployment, State SDI and State ETT**  
**Third Party Payroll Charge - Minimum of \$5K to obtain services**

# JOB DESCRIPTIONS FOR NRCS AGREEMENT

## **CONSERVATION PROJECT MANAGER**

### **DEFINITION**

Under direction, plans, designs, coordinates, implements, and manages various ecological conservation/restoration and mitigation projects, services, and activities to address natural resource issues throughout the District; coordinates project activities among multiple partner agencies, District staff, contractors, sub-contractors and stakeholders including local and partner agencies, funders, non-profits, contractors, consultants, regulatory agencies, and the public; develops, administers, and monitors project budgets and grant funds; directs the work of project staff and consultants, and ensures project activities comply with all regulatory requirements, quality standards, and support the mission of the District; serves as a technical resource for District staff related to area(s) of expertise; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from TEAM RCD Board as reflected in Board actions approved at the TEAM RCD Board meetings to perform specific duties. Exercises direct supervision over contractor and provides a monthly update and written report at the regularly scheduled meeting detailing all activity that is required and has been accomplished to date and further goals for the projects.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing professional duties in support of natural resource restoration projects. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to design, implement, and manage various projects, services, and activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, designs, coordinates, implements, and manages various natural resource restoration/conservation projects, services, and activities including but not limited to site selection, placement, planning, implementation, and long-term monitoring.
- Manages implementation and/or mitigation projects; assists in preparing conceptual plans, construction documents, and cost estimates; obtains permits, creates bid packages, administers and monitors contractor and consultant contracts, interacts and collaborates with developers, regulatory agencies, and multiple stakeholders; monitors and oversees implementation activities, monitors pre and post project performance, conducts site visits, provides technical assistance, and ensures all project activities comply with District, funder, permit, and regulatory requirements and standards.
- Assists in overseeing program coordinator in preparation of detailed mitigation monitoring plan, long-term management plans, and conservation plans; reviews plans prepared by District staff, partner agencies, and/or consultants.

- Coordinates with program coordinator in implementing plant, wildlife, and habitat field surveys (where applicable) utilizing various methodologies; identifies unknown species; maps biological resources; and compiles data and prepares reports for environmental and/or partner agencies.
- Provides training, direction, and assistance to District staff, outside agencies, and consultants related to work performed under District permit(s) and/or vegetation monitoring activities.
- Collects, researches, compiles, analyzes, and evaluates information and data from a variety of sources related to assigned area of responsibility/expertise.
- Monitors grants and funding opportunities and participates in grant writing activities to secure funding for restoration projects and activities.
- Schedules, coordinates, attends, and participates in a variety of meetings with District staff, outside and partner agencies, developers, community groups, and the public to further project activities, engage in partner relations, and develop related resource conservation, restoration, and management work.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of natural resource conservation, restoration, and management planning.
- Tracks and monitors project activities and milestones; prepares a variety of technical and narrative reports, plans, and correspondence related to project activities.
- Conducts long-term project monitoring to determine effectiveness/impact of project activities on natural resources; conducts site visits, collects field data, and prepares and submits reports related to monitoring activities.
- In collaboration with the Program Coordinator provides recommendations related to potential new projects that align with the goals of the various grant projects including evaluation, and communication with applicants for various funds regarding options, pros, and cons.
- Provides technical support and assistance for accomplishing the goals set forth in the District's USDA NRCS Program; maintains records, and ensures information represented on the District's website is current and accurate.
- Oversees the long-term management, and maintains records, of District information regarding all grant activity related to the USDA NRCS agreement (Exhibit A)
- Serves as a liaison for the District and participates in a variety of projects, collaborative programs, initiatives, and/or outreach, events, and activities with other District staff, outside and partner agencies, funders, regulatory agencies, and the public; provides technical support to District staff related to areas of expertise.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices of natural resource/conservation planning, conservation/restoration, management, and enhancement, including environmental research and analysis.
- Mission, vision, values, purpose, and function of a resource conservation district.
- Project management principles and practices.
- Regional ecosystems and natural resource management best practices, procedures, issues, and solutions.
- Regional native and non-native species and habitats.
- Habitat restoration practices and regulatory agency requirements for the region.
- Applicable federal, state, and local laws, codes, regulations, and ordinances, as well as industry standards and best practices relevant to the assigned area of responsibility.
- Principles and practices of budget development and administration.
- Principles and practices of research, data collection and report preparation.
- Grant funding sources, grant requirements, grant administration, and grant writing techniques.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Effectively plan, design, implement, manage, and monitor multiple projects and project objectives on time, within budget, and according to District and regulatory requirements.
- Identify potential natural resource issues and recommend appropriate conservation and restoration measures/practices to mitigate impacts and/or restore native habitats.
- Prepare and administer project budgets, contracts, and grant funds.
- Leverage knowledge of natural resources, District and regional needs to enhance projects, services, and activities.
- Engage and collaborate with a variety of diverse internal and external stakeholders.
- Prepare clear and concise reports, correspondence, and comprehensive conceptual, monitoring, conservation, and management plans.
- Coordinate and conduct plant, wildlife, and habitat field surveys; identify unknown species; and map biological resources.
- Draft permit applications according to project concept and design for regulatory review.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Oversee the work of consultants, contractors, and project staff for quality and compliance.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.



- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental science, natural resource management, ecology, restoration biology, or a related field.

**Experience:**

- Four (4) years of increasingly responsible experience providing natural resource project and/or planning support.

**Licenses and Certifications:**

- Possession of a valid California Driver's License to be maintained throughout employment.
- Some positions may require possession of valid industry licenses and/or certifications to be maintained throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to a field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**SALARY RANGE** - \$40.00 to \$52.00 per hour

## **CONSERVATION PROJECT COORDINATOR**

### **DEFINITION**

Under direction from TEAM RCD Program Manager, performs a variety of specialized and technical duties in support of District natural resource restoration and conservation projects, services, activities, and project management staff; coordinates various projects and project activities among multiple partner agencies, District staff, contractors, sub-contractors and stakeholders; performs data collection from staff, contractors/sub-contractors and reviews research, and analysis for accuracy and compliance for pre-set standards of requirements for a variety of grants as prescribed in the USDA NRCS grant agreement award ( See Exhibit A). Participates in the development of natural resource management plans; conducts oversight and coordination of field work in support of projects and project activities of the project manager including compiling final assessments, surveys, monitoring, and mapping information in appropriate format to forward to the NRCS Program Contact for final submission of data to appropriate governmental agency. monitors the work of District staff and partner agencies to ensure project activities comply with required activities and monitoring plans, goals and compliance requirements; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from TEAM RCD Program Manager as informed by actions approved at the TEAM RCD Board meetings via action items approved to perform specific duties. Exercises direct supervision over staff, contractors and sub-contractors in performance of applicable duties per outlined activity. A monthly update and report at the regularly scheduled meeting detailing all activity is required.

### **CLASS CHARACTERISTICS**

This classification is responsible for the coordination of various restoration and conservation projects, stakeholders, and activities in support of District and partner agency goals. Incumbents have responsibility for independently coordinating and implementing project goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

The class is distinguished from the Conservation Project Manager in that the latter assumes responsibility for the management of entire projects from inception through completion, whereas the former coordinates and supports program and/or project activities but does not have overall responsibility for managing an entire project lifecycle.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of specialized, technical, and administrative duties in support of assigned restoration/conservation programs, projects, and activities, requiring the interpretation and application of program and project specific policies, procedures, regulations, and best management practices.

- Coordinates various project stakeholders and activities throughout the project lifecycle; provides support to Project Coordinator, District staff, partner agencies, and other stakeholders; coordinates various meetings, processes, approvals, and permits with stakeholders, District staff, and outside agencies; monitors projects progress and ensures all stakeholders are apprised of progress, setbacks, and/or changes/issues which occur.
- Collects, researches, compiles, analyzes, and evaluates information and data from a variety of sources related to assigned programs, projects, and activities.
- Participates in the implementation and/or monitoring of various natural resource/conservation programs, projects, and/or activities, including but not limited to compliance monitoring, weed control, site inspections, and data collection.
- Participates in the preparation and development of natural resource management plans and other technical documentation; prepares and presents data, narrative, and maps related to current resource conditions, and management goals and objectives.
- Meets with Program Coordinator to review work performed at field visits to assess, inventory, and/or monitor natural resources, including topographical conditions, plant and animal species, site status, and efficacy of mitigation efforts where applicable.
- Collects and compiles data related to project activities, progress, and budget; generates and prepares a variety of reports, technical documentation, and other written reports and records.
- Utilizes GIS software to create and maintain maps for program or project activities, including contracts, grant proposals, reporting, and natural resource management plans.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs and projects in assigned area; checks and tabulates standard mathematical and statistical data under the authority of the Project Coordinator and/or Program Coordinator, prepares and assembles reports, manuals, articles, announcements, and other informational and/or outreach materials.
- Coordinates and integrates program and project services and activities with other District staff and outside agencies.
- Attends and participates in a variety of project meetings; ensures all project activities comply with mitigation and monitoring plans and District and mandated policies, procedures, and regulations.
- Provides information and assistance to, and responds to requests for information and inquiries from, stakeholders, partner agencies, and the general public related to assigned activities or directs to appropriate staff for assistance.
- Serves as a liaison to various individuals, stakeholders, committees, and commissions; attends and participates in a variety of meetings, workshops, events, and other professional development activities.
- Organizes and maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Natural resource project planning processes and procedures.
- District programs, goals, policies, and procedures.
- Principles and practices of data collection, map, and report generation.
- Local and regional natural history and ecology, including native and non-native flora and fauna.
- Principles and practices of natural resource conservation and restoration.
- Methods of preparing and processing various records, reports, forms, and other documents related to assigned areas of responsibility.

- Applicable federal, state, and local laws, codes, regulations, and ordinances, as well as industry standards and best practices relevant to the assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Project life cycles, milestones, and compliance regulations.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Provide specialized and technical support and coordinate the activities of various projects and activities.
- Collaborate with a variety of internal and external stakeholders.
- Collect, analyze, interpret, summarize, and present information and data in an effective manner for a variety of intended audiences.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Identify and assess a variety of natural resources and species, conditions, issues, and threats.
- Prepare clear and concise reports, correspondence, and comprehensive management plans.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental science, natural resource management, ecology, restoration biology, or a related field or experience for qualification defined below.

**Experience:**

- Two (2) years of experience providing technical support to a natural resource management program, which involved the collection and analysis of data and/or the development of resource management plans.

**Licenses and Certifications:**

- Possession of a valid California Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to a field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**SALARY RANGE**

\$33.00 to \$43.00 per hour

## **RESOURCE CONSERVATION TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a variety of responsible technical field and administrative duties in support of District conservation goals, activities, and staff; assists program and project staff with various program elements and/or project phases, including but not limited to site visits, data collection, surveys, habitat restoration, aquatic facilities maintenance, mapping, and community outreach; prepares a variety of routine reports and correspondence; develops, summarizes, and maintains program/project records; provides technical and administrative support to District staff and management; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing technical field and administrative duties in support of District goals, programs, projects, and staff. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of responsible technical field and administrative duties, as requested, and directed by program and/or project management staff, in support of District conservation and sustainability goals, programs, projects, and activities.
- Prepares and processes various documents requiring knowledge of program/project goals, which may include contracts, agreements, bid documents, applications, correspondence, and periodic reports.
- In collaboration with District staff, regulatory and partner agencies, participates in site monitoring and field assessment activities, including but not limited to presence/absence surveys, monitoring surveys, larval surveys, counting surveys, and annual electroshocking surveys to assess fish populations and inform on overall health of the ecosystem; transports survey equipment and supplies to and from field sites.
- Assists with the monitoring, maintenance, and upkeep of aquatic raceways and native fish streams and creeks; samples, monitors, and records water temperatures and quality, and native fish health/activity; removes invasive species growing in and around the aquatics facilities; removes obstructions causing fish barriers; and repairs/reinforces structures as necessary.
- Conducts soil tests for private landowners and homeowners involving various chemicals and instrumentation to determine soil health and nutrient levels such as Nitrogen, Phosphorus, and Potassium; prepares soil reports and recommendations for amendments as necessary; receives and responds to inquiries and questions from clients related to soil test results and recommendations.

- Assists with rehabilitation and/or restoration field work including native tree and shrub planting, seeding, weeding, trimming, spraying, irrigating, watering, and maintaining District lands and project sites; provides work direction and training to contract staff and volunteers in the field, ensuring field activities align with project and District goals and objectives.
- Assists with native plant nursery activities, including field collection of native plants, cuttings, and seeds, storage, potting, transplanting, and watering.
- Conducts community outreach and participates in educational activities such as field trips and community events; prepares necessary supplies; sets up and takes down supplies/demonstrations; facilitates learning sessions; and monitors and ensures the safety of participants.
- Prepares business documents and reports; researches, compiles, and organizes information and data for specialized and regular status reports or projects; checks and tabulates standard mathematical data.
- Prepares and presents a variety of ad hoc reports, maps, and correspondence related to program/project activities; creates and revises maps and other project-related content utilizing manual and computerized methods and programs.
- Attends and participates in a variety of project and staff meetings related to assigned duties and responsibilities.
- Organizes and maintains accurate and detailed databases, files, records, and logs related to programs, projects, and activities; verifies accuracy of information, researches discrepancies, and records information.
- Responds to after-hours emergencies involving river shutdowns, floods, drought, and other on-call projects as needed.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- District programs, goals, policies, and procedures.
- Basic principles and techniques of research, data collection, map, and report generation.
- Methods and techniques of preparing technical reports.
- Basic principles and practices of natural resource restoration and conservation.
- Regional ecosystems, agriculture, and basic environmental issues.
- Regional native, non-native, and invasive species.
- Basic understanding of water quality and its significance in aquatic systems.
- Principles and practices of record keeping.
- Business mathematics techniques.
- Basic principles and practices of community outreach and education.
- Applicable federal, state, and local laws, codes, regulations, and ordinances, as well as industry standards and best practices relevant to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Provide technical and administrative support for various District programs, projects, and activities.
- Perform a variety of field restoration and maintenance duties required to rehabilitate and restore District lands and habitats.

- Prepare clear and concise technical documentation, reports of work performed, and other written materials.
- Identify native, non-native, and invasive species.
- Research and summarize data; prepare accurate and logical written reports and correspondence related to assigned area independently or from brief instructions.
- Create, revise, and maintain accurate maps using manual and computer assisted methods.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Safely and effectively use and operate hand tools, mechanical equipment, and power tools required for the work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make accurate mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to an associate degree from an accredited college or university with major coursework in environmental science, natural resource management, biology, or a related field.

**Experience:**

- One (1) year of experience providing administrative and/or technical support to program and/or project staff, which involved research and data collection and/or conducting fish/wildlife surveys and monitoring activities.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.



When assigned to a field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to hike up and downstream; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, insects, road hazards, and hazardous physical substances, plants, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**SALARY RANGE**

\$29.00 to \$34.00 per hour