

**NB_360_9_58, National Gay, Lesbian, Bisexual and Transgender (GLBT) Special Emphasis Program
Manager Collateral Duty**

National Bulletin: 360-9-58

Date: September
21, 2009

Subject: PER - National Gay, Lesbian, Bisexual and Transgender
(GLBT) Special Emphasis Program
Manager Collateral Duty

Action Required By: October 23, 2009

Purpose. To announce the Natural Resources Conservation Service (NRCS), Civil Rights Division's (CRD) National Gay, Lesbian, Bisexual, and Transgender Special Emphasis Program Manager (GLBT SEPM) Collateral Duty position.

Expiration Date. September 30, 2010

Background. NRCS CRD is soliciting for applicants interested in serving as the agency's collateral duty GLBT SEPM. Employees seeking to expand their knowledge and acquire new skills regarding Civil Rights are encouraged to apply. The position provides leadership and direction for all activities related to the GLBT Emphasis Program area. The successful applicant should expect to devote 20 percent of their time to this position. Travel will be involved and will be paid by CRD.

Type of Appointment – This is a Collateral Duty Appointment – **Not to Exceed 3 Years.**

Collateral Duties of the Position – The applicant should have:

The ability to function independently and effectively under pressure.
A commitment to Equal Employment Opportunity and Special Emphasis Programs.
Knowledge of NRCS General Manual Title 230, Parts 401-405.

The GLBT SEPM duties include:

Provide advice on employment and program delivery matters as it relates to the GLBT Emphasis Program.

Advise management on the unique concerns, problems, and barriers to all equal opportunity issues; and recommends actions to be taken.

Maintain regular communication with State GLBT SEPMs by providing information, advice, and guidance on issues related to the GLBT Emphasis Program area.

Participate in conducting full scope Civil Rights Compliance Reviews to help identify any form of discrimination in employment and program delivery activities.

Prepare articles related to the GLBT Emphasis Program area with regard to program activities such as special observances, training, and other pertinent issues.

Prepare or participate in the development and monitoring of Civil Rights plans and reports such as the Management Directive – 715, program area departmental report, and other related documents.

Coordinate various outreach activities; participate in various recruitment activities.

Serve on a collateral duty basis for at least 3 years; devote up to 20 percent of time to the position.

Eligibility

All NRCS permanent employees, GS-11 through GS-13, with a current fiscal year performance appraisal meeting the fully successful level.

Application Process

Employees interested in serving as the NRCS National GLBT SEPM must complete and submit the **attached application form directly to the agency contact person at the address provided below.** Applications must include approval from the applicant's **1st and 2nd level supervisors.** Your complete application package must be received by **October 23, 2009**, via fax to (301) 504-2175, or by regular mail, no later than close of business (4:30 p.m.) to USDA, NRCS, CRD, Attn: Affirmative Employment and Compliance Branch Chief, 5601 Sunnyside Avenue, Room 1-1118, Mailstop 5472, Beltsville, Maryland 20705.

Late applications or failure to submit all of the required documents and information will result in non-consideration of application. CRD will not contact applicants about missing information or documents. Application packages will not be returned.

Required Documents

GLBT SEPM Statement of Approval form.
Current performance appraisal.
Knowledge, Skills, and Abilities (KSA) responses (see attachments).

All applicants must possess qualities listed in the KSAs. Questions regarding the National GLBT Special Emphasis Program Manager Collateral Duty can be e-mailed to Jacqueline.padron@wdc.usda.gov.

Contact. For further information, contact Jacqueline Padron, NRCS Hispanic Employment Program Manager, at (301) 504-2336.

/s/ Virginia Murphy for

DAVE WHITE
Chief

Attachment