Position Description
Conservation Specialist (Environmental Analysis and Review Specialist)

**POSITION SUMMARY:**

Under close, progressing to limited supervision, this position aids in the administration of the Producer Led Watershed Protection Grant program. Work includes, but is not limited to, collection and analysis of agronomic information related to demonstration plots and field trials, tracking water quality benefits, technical assistance to Producer Led groups, presentations, and promotion of DATCP and NRCS programs.

As part of the Bureau of Land and Water Resources, this position will implement all components of a 3-year grant from NRCS.

**Goals and Worker Activities:**

**45% Goal A:** Manage the tracking of estimated water quality benefits and soil health improvement achieved through the implementation of conservation practices by Producer Led groups.

A.1 Design a strategy and system to work with producer led groups to track estimated water quality benefits and soil health improvements.

A.2 Coordinate and collect agronomic information for demonstration plots and field trials within producer led projects.

A.3 Conduct analyses and provide recommendations based on agronomic information regarding demonstration plots and field trials with producer led projects.

A.4 Draft impact reports using SnapPlus nutrient management software.

A.5 Assist in identification and implementation of various tools to assist in tracking work progress and sharing information with partners.

A.6 Evaluate opportunities to facilitate and coordinate with other current projects (i.e. demonstration farms) to leverage resources, including data and expertise.

A.7 Work with SnapPlus program staff to optimize the ability to identify and track water quality impacts.

**35% Goal B:** Promote DATCP and NRCS programs and assistance, including opportunities to establish demonstration farm networks and to increase landowner awareness of technical and financial assistance available to meet conservation goals, and increase knowledge about conservation practice benefits and the impact on water quality and soil health through outreach and education to producer led groups.

B.1 Work as part of a team to provide outreach and training (e.g. in-person meetings, webinars, workshops, field days, electronic information and communication, and print materials) to facilitate conservation program participation within the producer led groups.

B.2 Work with the program manager to develop, maintain, and update conservation content in various publications, websites, and other media.

B.3 Present and distribute materials as needed to communicate producer led program initiatives, projects, and outcomes.

B.4 Coordinate with the nutrient management specialists to develop informational and outreach materials for the use of nutrient management tools by producer led groups.

B.5 Identify audiences in need of further information regarding aspects of the producer led watershed protection grant program.
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B.6 Coordinate closely with NRCS staff to ensure awareness of any new technical or financial support opportunities or programs being offered that could support the efforts of PLWPG Projects.

20% Goal C:  Assist in the administration of the Producer Led Watershed Protection Grant program.

C.1 Perform program planning and management regarding elements of the producer led watershed protection program, focused on soil and water management.
C.2 Assist with the producer led workshop.
C.3 Provide technical assistance to producer led groups.
C.4 Provide recommendations to managers for program and process improvement.
C.5 Prepare reports as required and respond to inquiries from managers.

Knowledge, Skills and Abilities Required by the Position:

A. Knowledge of principles, methods, and practices related to agronomy and soil health.
B. Working knowledge and skills related to SnapPlus nutrient management software.
C. Effective written and oral communication, with a capacity to communicate technical concepts as they relate to conservation.
D. Knowledge of education and outreach techniques, including ability to administer effective outreach programs.
E. Strong interpersonal skills and the ability to develop networks with a variety of stakeholders.
F. Strong organizational and program management skills, including the ability to establish priorities, organize workloads, manage grants and track data.
G. Ability to function effectively in a team environment.
H. Ability to use computer programs including Microsoft Office Software, and working knowledge of Geographic Information Systems (GIS) and related software.

Personal Contacts and Their Purpose:

A. Unit Supervisor and Section Chief: to discuss problems, exchange information, evaluate policies and procedures, recommend solutions, and establish and coordinate work schedules and assignments.
B. Bureau director: to recommend actions for identified problems, discuss positions on issues, and solutions to be implemented, to evaluate programs and current work plans, recommend modifications to work plans, discuss status of current projects and activities, and identify any needed changes to policies, procedures, rules or statutes.
C. Division Administrator: to assist in the discussion and resolution of program issues, if necessary.
D. Advisory committees and groups: to summarize programmatic information, review reimbursement requests, and to discuss and obtain advice on proposed statutory, rule, and policy changes related to administration of grants.
E. Regulated industry: to explain programmatic issues or policies related to the Department’s grant programs.
F. Staff from other state agencies, including the university system, and federal agencies: to consult on and discuss program-related issues.
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G. General public: to provide information on programs and policies related to unit programs.

DISCRETION AND ACCOUNTABILITY:

A. Core objectives are set by legislative authority contained primarily in Chapters 92, 93, 94, and 160, Wis. Stats. Work objectives and priorities are established in consultation with the Bureau Director. Within these basic guidelines, the incumbent will exercise significant discretion in carrying out daily work activities and establishing work schedules.

B. Basic guidelines are set by statute and administrative rules. General policy is established by the DATCP Board and Secretary, with the Division Administrator and Bureau Director providing more specific direction. The incumbent will have authority to recommend and initiate revisions to Department rules, guidance materials and procedures, particularly those involving program planning and technical issues.

C. General policies and administrative procedures are reviewed by the Unit Supervisor and Section Chief before being implemented. Except for new programs, the general and administrative policies are reviewed annually. The performance evaluation system provides for annual review of individual work with the Unit Supervisor, and program evaluations are used to assess the success of program direction, procedures, and policies.

D. There is some review of new program activities by other agencies that have related or overlapping authorities for protection of water resources. This review is to assure program consistency on both individual case and overall program levels.

E. Work assignments are determined by the incumbent in consultation with the Unit Supervisor. There is very limited review of work activities, except as they relate to new program development, or development of regulations or policies. Supervision is of a general nature.

PHYSICAL DEMANDS: No unusual physical demands.

WORKING ENVIRONMENT: Work will be performed in an office and on-farm locations around the state. Frequent in-state travel is required; when travel occurs, work may entail extended work hours or occasional overnight stays. Possession of, or ability to obtain a valid driver’s license, or the ability to provide one’s own transportation for work assignments is required.