MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR

OKLAHOMA CONSERVATION COMMISSION

MIKE THRALLS
EXECUTIVE DIRECTOR

BEN POLLARD
ASSISTANT DIRECTOR

Responsible Care For Oklahoma's Natural Resources

Information for Soil Conservation Technician Applicants

Position Locations: Altus – Jackson County
Chandler – Lincoln County
El Reno – Canadian County
Holdenville – Hughes County

Term of Employment:
Position ends December 31, 2012. Starting date will be as close to October 1, 2011 as possible. There is no guarantee of future employment with the Oklahoma Conservation Commission, Conservation Districts or USDA Natural Resources Conservation Service following the position end date.

How to apply:
Required materials:
Completed application
Cover letter indicating the position location for which you are applying
College Transcript if applicable (does not need to be an official transcript)

Optional materials:
Resume
Certificates of training

Minimum Qualifications:
- High School graduate or equivalent **and** either one (1) year of general agricultural experience or 12 semester hours of Natural Resources, Agriculture or Engineering related courses or a combination of experience and education.
- Valid / Current Oklahoma Drivers License

Compensation:
- Full-time (40 hours per week) / Project Specific benefitted position with a salary of $13.50 per hour
- Employee benefits are outlined on a separate page included in the packet
- Successful candidate must be willing to submit to a federal background check in order to gain access to computer system

Return Applications to: Oklahoma Conservation Commission
Human Resources
2800 N Lincoln Blvd., Suite 160
Oklahoma City, OK 73105

Deadline to receive applications: Close of Business - September 15, 2011

Questions: Please contact Lisa Knauf Owen or Lynn Weldon, Oklahoma Conservation Commission @ (405) 521-2384

MEMORANDUM

Oklahoma Conservation Commission

2800 N Lincoln Blvd. Ste. 160
Oklahoma City, OK 73105
405-521-2384

From the desk of Lynn Weldon, Human Resource Management Specialist
(405) 521-4839 fax (405) 521-4814

EMPLOYEE BENEFITS

4 Core Benefits:

Health insurance
Dental Insurance
Basic Life Insurance of $ 20,000 with Accidental, Death & Dismemberment
Disability Insurance

Benefit Allowance – given to eligible employees to pay for core benefits. Approximately 75% of dependents health insurance paid.

Optional Benefits:
Supplemental Life Insurance
Vision Insurance
AFLAC policies such as Cancer, Accident, Specified Event
Medical and Dependent Care Reimbursement Accounts

Retirement – Defined Benefit Program – member's benefits are determined by a formula which includes the member's salary and the number of years of credited service.

Annual Leave – Accrual depends upon years of service with the state.

Sick Leave – 10 hrs / month accrued.

Holidays -Average of 10 days per year, as specified each year by the Governor

Oklahoma Conservation Commission
Soil Conservation Technician Job Description

Job Title – Soil Conservation Technician
Salary - $13.50 per hour with full benefits
Project Specific – 4 positions to be located in Chandler, El Reno, Holdenville, and Altus
Length of Position – not to exceed 15 months with end date of December 31, 2012
Expected Hire Date – October 1, 2011

INTRODUCTION

The incumbent serves as Soil Conservation Technician to provide advice and assistance to local landowners. Work with land users on the installation and maintenance of a variety of conservation practices. Gathers supplementary data and information on the physical features of farms and performs follow-up work with land users.

DUTIES

1. Assists field office staff in performing surveys, lays out, and stakes predetermined sites.

2. Assembles data and descriptive information covering farms, ranches, and other land units; identifies cropland, hayland, woodland, and other land use to determine field size for mapping; reduces field notes and prepares data sheets for higher grade employees.

3. Provides information to landowners or contractors on the methods of installing conservation practices such as grade stabilization structures, ponds, terraces, or watering facilities.

4. Follows up work with landowner by checking progress of conservation practices under construction, resolves minor problems, and refers difficult questions to higher grade employee.

5. Ensures the delivery of NRCS, state and conservation district conservation programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

6. To perform some of the above duties the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid Oklahoma driver's license is required.

MINIMUM EDUCATION REQUIREMENTS

High School graduation or equivalent and either one (1) year of general agricultural experience or 12 semester hours of Natural Resources, Agriculture or Engineering related courses or a combination of experience and education.

KNOWLEDGE REQUIRED

Knowledge of standard soil and water conservation techniques, measures, and practices and skill in their application and maintenance on predetermined agricultural sites. The incumbent supports the efforts of more seasoned conservationists who are themselves performing standard technical tasks.

SUPERVISORY CONTROLS

The OCC project supervisor will coordinate with the NRCS District Conservationist (DC) to determine the general scope of work to be completed. Working in cooperation with the DC, the OCC project supervisor will sign off on timesheets and leave requests. The DC will provide day to day guidance in making assignments by indicating the specific conservation activities to be completed. The DC and / or other NRCS personnel will provide clear procedural instructions for the assigned work and sets a date for completion. Additional specific instructions for new more difficult, or unusual assignments, accompanied by suggested work procedures and problems not covered by instructions, are provided by the DC and / or other NRCS personnel. Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Completed work is reviewed by the DC and / or other NRCS personnel for technical accuracy, including, for example, compliance with erosion control specifications and the proper recording of land planning data.

GUIDELINES

Procedures for the work have been established and a number of specific guidelines are applicable. Soil and water conservation procedures provide guidance for performing work and specific standards, specifications, and techniques directly cover the assignments. These assignments include such things as computing land measurements, surveying fields, planning conservation practices, interpreting soil survey maps, and checking completed construction.

Judgment is required in finding and choosing the application to the land unit. The Soil Conservation Technician may also select for application and alternative established conservation procedure from among several possibilities such as number of tillage passes, type of tree planting, or type of mulching material. Minor adjustments to standard procedures are authorized such as when to apply pasture, woodland or field windbreak conservation efforts.

When existing soil and water conservation standards and specifications cannot be applied or significant deviations are necessary, referral is made to a higher grade technician or supervisor.

COMPLEXITY

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work. The Soil Conservation Technician uses a level to record elevations, reduces field notes, enters data on forms and prepares farm maps from sketches. Performance of the work requires making choices, for example, the Soil Conservation Technician selects an appropriate computation formula from among several choices when compiling data concerning physical land features, identifies an appropriate standard conservation practices for uncomplicated situation, and determines the type of equipment suited for installing the conservation measure.

Work requirements which involve new tasks are covered by complete instructions. The technician determines what needs to be done to update or complete records and documentation packages and initiates action to acquire needed information from others as indicated by situations encountered in the work.

SCOPE AND EFFECT

The work involves execution of specific rules, regulations and procedures as well as application of a range of standard soil and water conservation practices, procedures, design methods, and operational criteria to land or farm units. The technician services affects the reliability, and acceptability of further complex conservation practices, and may lead to their integration into a complete effort such as a waste, wetland, or cropland management system.

PERSONAL CONTACTS AND PURPOSE OF CONTACTS

Persons Contacted

Persons contacted are with other soil conservation aids and soil conservation technicians in the employing office and related organizational units. Contacts with the general public include farm operators and community relations.

Purpose of Contacts

Purpose of contacts is to obtain, clarify, and provide soil and water conservation information and data; explain the reason the work is being performed. The facts or information exchanged may range from easily understood to highly technical.

PHYSICAL DEMANDS

The work requires some physical exertion, such as regular and recurring walking over field terrain or other uneven surfaces, through dense vegetation, and bending, lifting, and stretching when setting-up survey instruments and equipment. In many situations the duration of the activity contributes to the arduous nature of the job. Average dexterity in the use of drafting and illustration tools is necessary.

WORK ENVIRONMENT

The work involves regular and recurring exposure to operating agricultural equipment including tractors, caterpillars, and a wide variety of attached implements such as cultivators, discs, and plows. There may be exposure to extreme temperatures, and/or exposure to adverse weather conditions, herbicide and chemical spray operations, requiring safety precautions. Protective gear and clothing such as a hard hat, boots, and gloves may be necessary in order to minimize risk.

OKLAHOMA CONSERVATION COMMISSION
EMPLOYMENT APPLICATION

2800 N. Lincoln Blvd., Suite 160
Oklahoma City, OK 73105
(405)521-2384

Please print clearly or type

Social Security Number: _____ Date of Application: _____

Name: _____
Last First Middle

Mailing Address: _____
Street Address, Apt # City State Zip Code

Day Telephone: _____ Evening Telephone: _____

Position Desired: _____

Indicate the conditions under which you will accept employment (Yes or No - If blank, Yes is assumed)

Full Time: _____ Part Time: _____ Travel: _____ (Travel may include regular overnight or across town assignments)

Are you at least 18 years of age? _____

Do you have a valid Oklahoma driver's license? _____ Driver's license number: _____

Voluntary Applicant Survey

The information requested will be used to assist the Conservation Commission in complying with state and federal record keeping and reporting requirements. Please provide accurate information. Your cooperation is important and appreciated. For affirmative action purposes, state law requires any person who lists American Indian as his/her race or ethnic group to verify tribal affiliation by providing a certificate of Degree of Indian Blood from the U. S. Department of Interior, Bureau of Indian Affairs, or by providing the name and address of tribal officials who can verify tribal affiliation.

Sex: _____ (M or F)

1. _____ Black (not of Hispanic origin)

2. _____ Asian or Pacific Islander

3. _____ American Indian or Alaskan Native

4. _____ Hispanic (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race)

5. _____ White (not of Hispanic origin)

Name:_____ Social Security Number:_____

EDUCATIONAL BACKGROUND

Are you a high school graduate or have you passed a general education development (GED) test? Yes _____ No _____

Are you fluent in any language other than English? List all _____

List colleges, universities or professional schools attended. If more space is needed, attach additional copies of this page. (Transcripts may be required)

School Name Location	From Month/Year	To Month/Year	Major/Minor or Course of Study	Hours Completed	Degree	Date Completed

List any other job-related training or coursework: (vocational, trade, governmental, business, Armed Forces, etc.)

School Name Location	From Month/Year	To Month/Year	Major/Minor or Course of Study	Hours Completed	Degree	Date Completed

List job-related licensure, registration or certification (engineer, teacher certification, etc.)

License, Registration or Certification	Number	Date Received	Expiration Date	Licensing Agency or Board

Title 21 O.S. Section 358: "It shall be unlawful for any person applying for employment with the State of Oklahoma to make a materially false, fictitious or fraudulent statement or representation on an employment application, knowing such statement or representation to be materially false, fictitious or fraudulent. A violation of this subsection shall be punished as provided in subsection B of the Section 359 of this title."

STATEMENT OF CERTIFICATION By signing this application I certify the facts contained in this application are true and complete to the best of my knowledge. I understand that if I become employed, falsified statements on this application may be grounds for dismissal and/or removal from consideration for eligibility for other employment opportunities at the Oklahoma Conservation Commission. Specifically, I authorize the Oklahoma Conservation Commission to make all necessary and appropriate investigations allowable by law to verify the information provided. I understand that if I am hired I will be required to show proof that I have legal right to work in the U.S.A. in accordance with the Immigration Reform and Control Act of 1986.

_____

Sign Your Name Here Date

Name:_____ Social Security Number:_____

EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and volunteer work. List each promotion or transfer as a separate job, even if they were with the same employer. If needed, attach additional copies of this page. All information in this section must be completed. Resumes cannot be used as a substitute for the completed application. Employers and supervisors may be contacted regarding your work experience.

Employer's Name and Address _____

Exact Title of Your Position _____

From (Month / Year) _____ To (Month / Year) _____ Average Hours Per Week _____

Duties (Be specific – attach extra signed and dated sheets, if necessary): _____

_____

_____

_____

_____

_____

Approximate Ending Salary _____ Supervisor's Name and Title _____

Number and Occupation of Employees you Supervised _____

Reason for Leaving _____

Employer's Name and Address _____

Exact Title of Your Position _____

From (Month / Year) _____ To (Month / Year) _____ Average Hours Per Week _____

Duties (Be specific – attach extra signed and dated sheets, if necessary): _____

_____

_____

_____

_____

_____

Approximate Ending Salary _____ Supervisor's Name and Title _____

Number and Occupation of Employees you Supervised _____

Reason for Leaving _____

_____

Sign Your Name Here Date

Name:_____ Social Security Number:_____

REFERENCES

Please provide three references below. References may be contacted.

Name _____

Address _____

Phone _____ Relation _____

Name _____

Address _____

Phone _____ Relation _____

Name _____

Address _____

Phone _____ Relation _____