

MARION SWCD WORK PLAN

2021-2022

Name: Susan Ortiz							
Positio Programs Assistant					Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical <input type="radio"/> Administrative <input checked="" type="radio"/> Education <input type="radio"/>			Employee ID:	N/A	Total Full Time Yearly Hours	2080	2080
Work Period:			7/1/21	6/30/22	Total Anticipated Number of Hours		2288
<i>Note: this annual workplan is based on the current job description, and does not include the tasks I have been temporarily assigned.</i>			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity
Personal Time							
1	Statutory holidays (10 days)				80		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)				8		
3	Annual Leave (accrue 12 hrs per month)				144		
4	Sick Leave (accrue 8 hrs per month)				96		
	Other						
	Sub-Total Personal Time				328	15.8%	
Ongoing Activities							
Priority	Activity/Task						
1	Disbursement of funds of the District to pay bills and encumbrances incurred (accounts payable) through the operation of the District in accordance with District Policy. Ensure W-9's are on file for vendors (and grantees) and TIN matching is completed prior to payment, as required. Process reports required to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, and individuals (1099's).			7	83	4.0%	
2	Payroll disbursements for District employees. Process reports and payments required, to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, State Employment, etc. and employees. Include training to remain current on requirements.			7	83	4.0%	
3	materials, goods or services for the operation of the District in accordance with Oregon Law. Assist staff with the public contracting process. May write and/or review District Contracts, including intergovernmental agreements, contracts for supplies and services. Prepare and post Requests for Proposals in cooperation with District Manager. Research State of Oregon price agreements for purchasing of services and supplies. Attend training related to public contracting to remain current in the knowledge			7	73	3.5%	
4	Coordinates and provides assistance to Technical Specialists with the Conservation Activities Tracking System (CATS) computer program.			1-5	73	3.5%	
5	Acts as the main contact person during the absence of a Technical Specialist, following up with them upon their return. Acknowledges receipt of correspondence or documentation in absence of a Technical Specialist.			1-5	20	1.0%	
6	Assist District Manager with financial operations. Including but not limited to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, invoices, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.			7	42	2.0%	
7	Monitors a variety of activities on behalf of the District's Technical Specialists for the purpose of achieving goals and meeting target dates. May assist with coordination of logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.			1-5	32	1.5%	
8	Researches a wide variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative and/or program requirements. Includes training related to these areas.			1-7	32	1.5%	

9	Represent the District at various meetings and functions. Representation may be required outside the normal workday and may require overnight travel.	1-7	20		1.0%		
10	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.	1-7	42		2.0%		
11	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.	7	62		3.0%		
12	Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District's Technical Specialists, and occasionally for operational staff such as the District Manager	1-7	20		1.0%		
13	District Committee(s) provides assistance and/or leads one or more committee for the purposes of furthering the needs of the District.	1-7	32		1.5%		
Sub-Total Ongoing Activity			614	0	29.5%		
Project or Program Activities							
Priority	Activity/Task						
1	Grants Coordinator for LAP, SPG and other district grant programs. Performs grant program management including screening proposals for basic completeness and handles related follow-up, works with outside review team to review and rank applications, schedules meetings for application and program review, award notifications, grant agreements, maintaining schedule of grantee reporting deadlines, and ensuring grantee compliance for the grant programs. Develops, proofreads and edits various program related grant documents. Maintains filing system for the programs. Ensures required audits of finished grant projects are completed.	1-5, 7	931	62	44.8%		
2	Maintains tracking/filing system for technical information and internal and external grant programs.	1-5, 7	83	52	4.0%		
3	Foundant Grant Lifecycle Manager Platform - creating/updating applications and processes within the platform for CLEAR, LAP, Cover Crop and SPG. Platform will provide an on-line grant application platform along with a grant tracking database to accept, evaluate, track, respond to applications for our internal grants	1-5, 7	208	208	10.0%		
4	Submits reporting and/or reports for external grants. If information is needed for a report from District personnel, advises appropriate personnel of the information required for reports to be filed on time.	1-5, 7	20		1.0%		
5	Grants Coordinator (Team Leader) for the Lower Willamette East Small Grant Team. Coordinates team grant submissions, team meeting, writes grant agreements, responsible for grant tracking and biennial reporting, primary liason between OWEB and grantees, team outreach, training and assistance with reporting for team members.	1-5, 7	52		2.5%		
6	Program Lead/Fiscal Agent - OWEB SG program for MSWCD. Performs application scoring, participates in team meetings, prepares reports on behalf of District, acts as fiscal agent for Marion SWCD on OWEB SG's.	1-5, 7	52		2.5%		
7					0.0%		
Sub-Total Project Activity			1346	322	64.7%		
TOTALS FROM ONGOING AND PROJECT ACTIVITIES			1960	322	94.2%		
Employee Goals for Fiscal Year							
1	Assist Tech Staff to more fully utilize CATS for new clients, project development, update archive client information to include past grants						
2							
3							
4							
5							
6							

MARION SWCD EMPLOYEE WORK PLAN

Name: Jenny Meisel

Position: Native and Invasive Plant Specialist				Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: <input checked="" type="radio"/> Technical <input type="radio"/> Administrative <input type="radio"/> Education		Employee ID:	N/A	Total Full Time Yearly Hours	2080	
Work Period:		7/1/21	6/30/22	Total Anticipated Number of Hours	1872	90%
		Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
Personal Time						
1	Statutory holidays (10 days)		80	4.3		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	0.4		
3	Annual Leave (10.8 hours/month)		100	5.3		
4	Sick Leave (7.2 hours/month)		50	2.7		
	Other					
Sub-Total Personal Time			238	12.7		
Ongoing Activities						
Priority	Activity/Task					
1	Administration: Maintain files, annual meeting; assist with interviewing and hiring employees; answer phone	8	30	1.6		
2	Coordinate annual native plant sale (see hours below)	1,3,4,5,6,7,8				
3	Coordinate Native and Invasive Plant Programs (hours below)	1,3,4,5,6,7,8				
4	Attend Staff meetings	8	100	5.3	100	
5	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	8	16	0.9	3	
Sub-Total Ongoing Activity			146	7.8		
Project or Program Activities						
Priority	Activity/Task					
Native Plant Sale						
1	coordinate volunteers and staff at plant sale	6,7,8	20	1.1		
2	Work with vendors to order and secure plant material; work with Bauman's to secure venue	5,6,8	20	1.1		
3	Develop plant list and create documents for the plant sale: advertising flyers, handouts, newsletter articles, etc.	1,3,4,5,6,7	10	0.5	6	
	Coordinate online plant sales. Input plant information into Square website. Manage orders and stock; coordinate plant pick up	5,6,7,8	40	2.1		
	advertising and outreach for plant sale: create press release, prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc	5,6,7,8	10	0.5		
4	set up/take down and gather material, put together online plant orders; supplies and pick up plants for plant sale	5,6,7,8	50	2.7		
5	create/organize labels and signage for plants	5,6,7	8	0.4		
6						
Subtotal: Native Plant Sale			158	8.4		

	Native Plant Program					
1	Promote the use of native plants in the urban and rural landscape by providing technical assistance to the public and staff regarding native plants; pollinators, wildlife, etc (phone calls, emails, site visits, plant ID assistance); track activity using CATS program	1,2,3,4,5,6,7,8	30	1.6		
2	develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations	1,2,3,4,5,6,7,8	20	1.1	3	
3	Develop materials and outreach to promote oak and prairie habitat conservation. Work with local partners (NRCS). Attend trainings and meetings related to oak conservation (CPOP conference every other year)	5,6,7,8	20	1.1		
4	Attend trainings related to native plants	1,2,3,4,5	16	0.9		
5	collect and organize photos and herbarium specimens	5,7,8	4	0.2		
	Subtotal: Native Plant Program		90	4.8		
	Invasive Plants Program					
1	Provide technical assistance to the public and staff regarding invasive plants (phone calls, emails, site visits, plant ID assistance); respond to invasive hotline reports; track activity using CATS program	1,3,4,5,6,7,8	96	5.1		
2	coordinate with other agencies and organizations on invasive plant issues: No Ivy Coalition, Marion County Weed Control District, Oregon Dept of Ag, City of Salem etc., WIN steering committee, Chair the Mid Willamette CWMA, CWMA steering committee	1,3,4,5,6,7,8	40	2.1		
3	develop newsletter articles, presentations and other informational documents related to invasive plants	1,3,4,5,6,7,8	20	1.1	3	
4	Attend trainings related to invasive plants--Annual Events (4 County Pull Together/ODA noxious Weed Symposium--every other year, etc)	1,2,3,4,5	24	1.3	2	
5	collect and organize photos and herbarium specimens	5,7,8	4	0.2		
	Subtotal: Invasive Plant Program		184	9.8		
	Invasive Plant Surveys/Partnerships					
1	Work with the City of Salem and contractor on upland and riparian knotweed treatment project; contact landowners to gain permission to conduct treatments and inform them about the project; project management--work with contractor	1,3,4,5,6,7,8	80	4.3		
2	Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach	1,3,4,5,6,7,8	40	2.1		
3	Assist NSWC with OSWB application and project planning for phase 3 of the Ludwigia survey and treatment project along the North Santiam River.	5,6,7,8	40	2.1		
4	Maintain and update GPS equipment for survey use--develop ArcCollector Database for invasive inventory. Hours below in tech.	5,8		0.0		
	Subtotal: Invasive Plant Surveys/Partnerships		160	8.5		
	Backyard Habitat					
1	Education and Outreach covered under native plants above					
2	Contact local retail nurseries about carrying native plants	5,6,7,8	10	0.5		
3	Attend trainings related to backyard habitat/Urban habitat/ecology conservation	1,2,3,4,5,6,7,8	8	0.4	2	
4	Coordinate with City of Salem on implementing BHIP along streams in the City	1,2,3,4,5,6,7,8	10	0.5		
	Subtotal: Backyard Habitat		28	1.5		

Education and Outreach						
1	Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activity related to specific programs is accounted for within that program above.	1,3,4,5,6,7	20	1.1	3	
2	Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc.	1,3,4,5,6,7	20	1.1	6	
3	assist with coordination and attending outreach events: Saturday market, Earth Day, etc	1,3,4,5,6,7	16	0.9	3	
Subtotal: Education and Outreach			56	3.0		
Technical Assistance/Conservation Planning/LAP/ODA						
1	Conduct site visits, create maps, site visit write ups for all tech assistance	1,2,3,4,5,6,7,8	200	10.7	20	
	Support for ODA programs: Focus Area, Strategic Implementation Area: Technical and Education/outreach	1,2,3,4,5,6,7,8	100	5.3		
2	Assist landowners with grant applications: LAP, OWEB Small Grants; provide LAP support and tech assistance for staff; provide assistance to landowners for LAP projects and applications; LAP reviews	1,2,3,4,5,6,7,8	200	10.7	6	
	Support for Beachie Creek and Lionshead fire recovery: work with landowners to provide tech and financial assistance; work with local, state and federal partners to leverage funding and support their efforts for assistance	1,2,3,4,5,6,7,8	122	6.5		
3	update and input client data into CATS database	1,2,3,4,5,6,8	60	3.2		
4	Provide GIS support for staff	1,2,3,4,5,6,7,8	16	0.9		
5	Attend monthly tech meetings	1,2,3,4,5,6,8	50	2.7	12	
6	Manage GIS Data	1,2,3,4,5,6,8	8	0.4		
7	Manage AGOL account, develop databases for staff use. Work with MWV-COG to develop our program	1,2,3,4,5,6,8	32	1.7		
8	Take training courses for ArcGIS online	1,2,3,4,5,6,8	24	1.3	4	
Subtotal: Lap Assistance/Conservation Planning			812	43.4		
Sub-Total Project Activity			1488	79.5		
Sub-Total Ongoing Activity			146	7.8		
TOTALS FROM ONGOING AND PROJECT ACTIVITIES			1634	87.3		
TOTALS FROM PERSONAL TIME			238	12.7		
TOTAL TIME			1872	100.0		
Employee Goals for Fiscal Year						
1	Take online GIS training courses--learn ArcGIS Online/ArcCollector for ipad data collection. Develop database for staff data collection.					
2	Work with local retail nurseries to provide native plants					
3	Work with NRCS to develop and promote oak and prairie habitat restoration CIS					
4	Stay current on CATS entries					
5	Take a leadership or project management course/training					

MARION SWCD EMPLOYEE WORK PLAN

Jenny Ammon

Position:		Natural Resources Educator			Full-Time Equivalent (FTE)	Yes
Circle one: Education		Employee ID:	N/A		Total Full Time Yearly Hours	2080
Work Period:		7/1/21	6/30/22	Total Anticipated Number of Hours	2080	
		Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	
Personal Time						
1	Statutory holidays (10 days)		80	3.8		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	0.4		
3	Annual Leave		50	2.4		
4	Sick Leave		24	1.2		
	Other		0	0.0		
Sub-Total Personal Time			162	7.8		
Ongoing Activities						
1	Administration: Maintain files, annual meeting; answer phones, office walk-ins, timesheets, grant tracking, update mailing and other lists etc.	all	160	7.7		
	CLEAR grant administration		160	7.7		
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	all	40	1.9		
3	Roles: DEI Committee member, Education Committee Staff Lead (agendas, minutes, email communication, follow-up), Safety Officer since 2019	all	48	1.9		
4	Onboarding and job training.	all	100			
5	Attend bi-weekly staff meetings	all	40	1.9		
Sub-Total Ongoing Activity			548	26.3		
Project or Program Activities						
1	Education					
	Develop topics and workshop presentations; coordinates and hosts workshops in collaboration with staff and external partners. Delivers presentations and recruits/coordinates outside presenters or volunteers.	1-7	170	8.2		
	Lead or coordinates annual education events: Salmon Watch, Erosion Control Summit, Down by the Riverside, Water Festival, Outdoor school, Home School Day, Earth Day, First Fridays etc.	1-7	140	6.7		
	Provide adult education instruction or materials in coordination with Technical staff and outside partners on conservation or ag related topics.	1-7	160	7.7		
	Promote conservation topics and/or practices, including preparing and distributing District newsletter articles and informative brochures, developing displays, exhibits and potential curriculum on conservation, natural resources and agriculture.	1-7	160	7.7		
	Identify, develop and/or coordinate with others educational opportunities for underserved populations in the District relating to conservation.	1-7	100	4.8		
	Coordinate and promote the District's scholarship program and CLEAR Grant programs.	7	40	1.9		
	Stay current on Statewide Outdoor School Program and assist schools within the District by directing them to additional resources and partners.	6,7	32	1.5		
	Identify innovative programming to improve understanding of agriculture and natural resources literacy throughout the District.	1-7	48	2.3		
	Develops, implements and evaluates area-wide school age and adult learner education and outreach efforts.	7	40	1.9		
	Assist with North Santiam Watershed Council to put on a series of Plan for your Land workshops for landowners	1-7	20	1.0		
	Coordinate and carry out monthly Conservation Spotlight Podcast with partner, KMUZ.	1-7	30	1.4		
Sub-Total Project or Program Activities			940	45.2		

2	Outreach				
	Organize, implement, and participate in public events such as Earth Day, Farmers Markets and other events throughout the District.	1-7	120	5.8	
	Identify additional methods to reach and engage the public or communities in conservation related activities or distributing information.	1-7	60	2.9	
	Develop, coordinate or assist with new and existing District outreach efforts.	1-7	80	3.8	
	Promote conservation and conservation education through CLEAR grants.	6	8	0.4	
	Represents the District at various educational or outreach meetings with stakeholders, partners, agencies.	6-7	24	1.2	
	Recruit and develop a volunteer base to assist with events, educational opportunities, developing materials etc.	6,7	80	3.8	
	Organizes content calendar for District's website and social media.	6,7	32	1.5	
	Subtotal: Outreach		404	19.4	
	<i>Sub-Total Project and Program Activities</i>		1344	64.6	
	<i>Sub-Total Ongoing Activity</i>		340	16.3	
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		1684	81.0	
	TOTALS FROM PERSONAL TIME		252	12.1	
	TOTAL TIME		2080	100.0	
Employee Goals for Fiscal Year					
1	Provide 3 Agricultural workshops (25-100 people) per year; 1 each of soil, water, animal topics. Build these into consistent yearly calendar for marketing and follow-up with First Fridays (December through March). First Fridays grew from 4 a year to 7; October-April 2022-23, SIA 1 workshop per year with social media content creation, marketing/outreach plan for SIA (work with contracted expert)	1,2,4, 5, 7	160		
2	Provide 3 Urban workshops (25-100 people) per year; family habitat workshop (nest box building), family native and or invasive plant hike (partner with city entities in district to host these), adult learner programs. Build these into consistent yearly calendar for marketing.	1,2,4,5,7	160		
3	to push the CLEAR grant program district wide to increase the number of applications received.	7	40		
4	Develop two new outreach events to fill two needs: summer outreach and demographics we are not reaching (youth and families) Direct programming at preschool age participants. Host Lunch and Learns (May, June, July) in partnership with community partners (NRCS, ODA, ODFW, OSU, CLEARWATER, etc.)	7	40		
5	Conduct 2 teacher trainings (professional development) per year. Conduct 2 volunteer trainings per year; salmon watch and general volunteer training followed by appreciation activities.	1,2,6,7	50		

REVISED MARION SWCD WORK PLAN

Name: Janice Calkins					2021-2022		
Position: Office Coordinator					Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical <input type="radio"/> Administrative <input checked="" type="radio"/> Education <input type="radio"/>			Employee ID:	N/A	Total Full Time Yearly Hours	2080	
Work Period:			7/1/21	6/30/22	Total Anticipated Number of Hours	2080	
			Strategic Plan Goal Number	Assumed # of Hours	Additional # Hours Needed	% of Time	Quantity Item Completed
Personal Time							
1	Statutory holidays (10 days) + 1 float day (11 total)			88		1	
2	Annual Leave (accrue 12 hrs per month)			144		7	
3	Sick Leave (accrue 8 Hrs./mo)			96		4	
4	Other						
Sub-Total Personal Time				328		12	
Ongoing Activities							
Prio	Activity/Task						
1	Assist in Planning and Execution of District Events, Monthly Board, Committee & Other Special Meetings, and Workshops as needed. (Annual meeting, Native Plant Sale, Saturday Markets (mailings, notices, random advertising and participate).			6, 7	571	27	
2	Records Management: Hard & electronic copies: Maintain, Archive, Purge, Update. The move will require addition time spent here.			7	229	11	
3	Resource Materials: Acquire new, purge old/unused docs. (update resource catalog; scan/ upload; share with webmaster, staff, public).			6	357	17	
4	Outside Errands: Mail, Bank runs, Pick up Materials/Supplies as needed.. Service Vehicle as needed (take to shop/clean/gas up).			7	42	2	
5	Supplies: Office, Postal, Safety, Equipment - Maintain, Stock, Replenish, assist in Special Orders - Research, price comparisons as needed.			7	147	7	
6	Customer Service: Answer phones, greet people, refer to others (internal/ external as needed), provide information/materials. Assist tenants (former/existing).				229	11	
7	Annual Promo Items: Research, Order, Receive, Inventory (periodically)			7	19	1	
8	Events/workshop (Plan, execute) Annual Mtg, Workshops; Plant Sale; Saturday market. Entails prep of materials; scheduling, organizing, acquisitions and more.			7	104	5	
9	Donations: Contact (phone, mail, e-mail) multi-times, Request, Pick-up items, AckForms, Thank you cards, Advertise			7	40	2	

10	Posters (sell): Assist,prepare for shipping, mail, log, keep stock avail	6, 7	10		1		
11	Promote/Advertise Dist.Events/Meetings and District's Move: Facebook, Libraries, E-Mail, Mail, Flyers.	6, 7	125		6		
12	Assist Staff - Design, type, file, mailing, label or sign creations, business card update/pringing, flyers, laminating, contacting volunteers or others via phone, email - promote their events.		190		9		
Sub·Total Administrative/Operations				2063		99	
Project or Program Activities							
1	MES: Update contacts; advertise, recruit	1, 4, 6, 7	17		1	50	
Totals:				2080		100	
Employee Goals for Fiscal Year							
1	Assist in Coordination of Office Move. Utilities hook ups; movers, etc.;						
2	Introduce ourselves to our new Stayton Community. Press, emails, radio (?)						
3	Updating Creditors, places we hold subscriptions with, etc. of our new address.						
4	Attend Stayton Chamber Meetings - introduce ourselves to the community						

MARION SWCD EMPLOYEE WORK PLAN

Name: Mark Akimoff								
Position: Conservation Planner						Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: <input checked="" type="radio"/> Technical <input type="radio"/> Administrative <input type="radio"/> Education				Employee ID:	N/A	Total Full Time YearlyHours	2080	
Work Period:				7/1/21	6/30/22	Total Anticipated Number of Hours	2080	
				Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time Quantity Item Complete	
Personal Time								
1	Statutory holidays (10 days)				80		41.0%	
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)				8		4.0%	
3	Annual Leave				96		37.0%	
4	Sick Leave				96		19.0%	
Sub-Total Personal Time					280		13.5%	
Ongoing Activities								
Priority	Activity/Task							
1	Creation, development of project plans/ Con Plans			1 thru 5	200		15	
2	Tech review for LAP, SPG and OWEB, inc initial set up			1 thru 5	125			
3	Implement projects, monitor, reevaluate project timelines.			1 thru 5	95			
4	Support and evaluate past projects			1 thru 5	40		5	
5	Technical Partnership building/WQ Mtgs			1 thru 5	40			
7	ODA: SIA work Guide WQ monitoring program			1 thru 5	180			
8	Outreach to new Agricultural Groups			1 thru 5	30		3	
9	Support for Educational Events			6	30		3	
10	Record Keep and data management			1 thru 5	90			
11	CATS continued data entry and training			1 thru 5	45		30	
12	Office duties			7	30			
13	Organization and Clean up			7	23			
14	Ongoing training, webinar , seminar, publications			1 thru 5	99		40	
16	District Operations			7	95			
18	Composting & other ag on line meetings			1 thru 5	32		3	
19	LAC program for ODA			1 thru 5	10			
20	ODA SOW and Focus Area			1 thru 5	105			
21								
22								
23								
24								
25								
Sub-Total Ongoing Activity					1269		61.0%	

Project or Program Activities							
Priority	Activity/Task						
1	District Conservation Programs: LAP	1,2,3,4,5	301				
2	District Conservation Programs: SPG	1,2,3,4,5	20				
3	Conservation Programs: OWEB	1,2,3,4,5	10				
5	ODA Water Quality Program, No Santiam	1,2,3,4,5,6	190				
6	AgWQ: LAC Meetings and reports	1,2,3,4,5,6	10				
7							
8							
9							
10							
26							
27							
28							
29							
30							
	Sub-Total Project Activity		531		25.5%		
	TOTALS FROM PERS TIME, ONGOING AND PROJECT ACTIVITIES		2080		100.0%		
Employee Goals for Fiscal Year							
1	Increase my knowledge of soil & water management						
2	Develop landowner & community contacts						
3	Understand interaction of LAC, SIA, FA, SOW						
4	Improve knowledge of Ag WQ management & soils						
5	Inc. understanding of MC Land use,policies, permits, rights						
6	Get Drainage Engineering Information documented						
7	Increase understanding of other agency programs						
8	Improve data management and learn CATS program						
9	Develop relationships with SIA candidates						
10	Strengthen vendor and supplier relationships						

MARION SWCD EMPLOYEE WORK PLAN

Name: Meredith Hoffman					2020-2021		
Position: Interim District Manager					Full-Time Equivalent (FTE)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical <input type="radio"/> Administrative <input checked="" type="radio"/> Education <input type="radio"/>			Employee ID:	N/A	Total Full Time	2080	
Work Period:			7/1/21	6/30/22	Anticipated Number of	2080	
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity
Personal Time							
1	Statutory holidays (10 days)			80			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			8			
3	Annual Leave			80			
4	Sick Leave			24			
	Other						
	Sub-Total Personal Time			192		9.2%	
Ongoing Activities							
Priority	Activity/Task						
	District Operations (State Statute Requirements)						
1	Coordinate the Development of 2022-23 Employee Annual Work Plans and submit to ODA		7	8			
3	Provide financial information/article for Annual Report & submit Annual Audit to ODA		7	12			
4	Facilitate the District's Annual Meeting & Publish Public Meeting Notices		7	16			
5	Facilitate the development of the District's Annual Report and submit to ODA		7	8			
6	Distribute and Publish District's 2022 Director Election Information/Prepare to Publish Notice		7	12			
7	Sub-Total District Operations Time			56		2.7%	
	Technical Management						
1	Organize, lead employee weekly staff meetings or as needed for all employees or technical staff		7	96			
2	Assist technical staff with clients or their projects		1-5	32			
3	Review client, project, program folders for accuracy and compliance		7	36			
4	Continue review of Landowner Assistance Program with staff and Program Committee for possible revisions and updates as needed		1-7	24			
5	Attended Program Committee Meetings as needed		7	24			
6	Assist with review process for changes recommended by Program Committee		1-7	8			
	Sub-Total Technical Management Time			220		10.6%	
	Financial Management						
1	Comply annually with Oregon Budget Law requirements by doing research for updates, attending training etc.		7	16			
2	Manage Current Budget, Prepare 2022-23 Budget, Publish Notices, Organize Budget Committee Meeting & Hearing		7	56			
3	Review monthly payroll and quarterly reports		7	8			
4	Review monthly Accts. Rec./Accts. Payable		7	12			
5	Create/correlate monthly financial statements for Board		7	24			
6	Administer or manage contracts, agreements, office leases		7	24			
8	Prepare paperwork for 2020-21 annual audit. Seek Board approval by December. Electronically file report with Secretary of State & provide copy to ODA		7	48			
9	Research & Implement any new cost saving measures in district operations		7	8			
	Sub-Total Financial Management Time			196		9.4%	

Priority	Administration (Office & Personnel)						
1	Perform employee performance evaluations. Discuss with employees to provide training & workload, performance and review/evaluate SWCD programs for needed updates	7	96				
2	Review current employees' Annual Work Plan & update as needed	7	24				
3	Develop my 2022-2023 Work Plan Information	7	8				
4	Create, maintain, update position descriptions & hire any additional staff as needed	7	48				
5	Review, update and archive District forms, records, etc.	7	48				
6	Develop potential new employee telework plan post COVID-19	7	44				
7	Evaluate & Implement the need to contract out various administrative or technical work	7	40				
8	Participate in search for new office space as needed	7	40				
9	Oversee/conduct office maintenance	7	48				
10	Manage current office subleases	7	48				
11	Order/purchase supplies as needed	7	12				
12	Assist Building Committee with compiling and distributing any meeting agendas and attend Committee meetings as needed	7	20				
13	Assist All SWCD Committees with agendas, distribution and attend Committee meetings as needed	7	40				
14	Oversee computer maintenance/software updates & needed hardware with contractor	7	24				
15	Work with ODA on new Strategic Implementation Area in District	6-7	24				
16	Answer E-mail, phone, visitor/staff questions or concerns, oversee all HR functions/implement new laws	7	480				
17	Prepare for and attend monthly staff meetings	7	48				
18	Coordinate with SWCD Chair to compile or distribute monthly board meeting agendas & related documents	7	96				
19	Coordinate, Participate and/or work with SWCD Partners, Attend Community Meetings or Events etc.	6-7	56				
20	Prepare monthly time sheet/expense reports	7	12				
21	Perform required SWCD records retention, maintenance & destruction according to state statute	7	24				
22	Attend trainings, meetings, conferences or webinars as available i.e. effective communications etc.	6-7	56				
	Sub-Total Administration Activity		1336		64.2%		
Project or Program Activities							
1	Participate in teleconference meetings for set-up and coordinate training on new SWCD grant tracking program	7	40				
2	Research & assist implementing new conservation programs or project ideas with Board approval	7	40				
	Sub-Total Project Activity		80		3.8%		
TOTALS FROM ONGOING AND PROJECT ACTIVITIES			2080		100%		
Employee Goals for Fiscal Year							
1	Attend benefical trainings	6-7				2	
2	Research new programs or ideas to allocate District funds to implement more conservation projects/programs on the ground or redefine existing program criteria	1-6				2	
3	Successfully pass financial audit	7				1	
4	Have 2022-2023 Annual Budget approved by committee & board	7				1	

MARION SWCD EMPLOYEE WORK PLAN 2021-2022

Name: Sarah Hamilton	Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Position: Restoration Project Coordinator	Total Full Time Yearly Hours	2080	
Circle one: <input checked="" type="radio"/> Technical <input type="radio"/> Administrative <input type="radio"/> Education	Total Anticipated Number of Hours	2080	

Personal Time						
Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete	
Statutory holidays (10 days)	7	80	3.85%	10		
Floater Day (Employee works more than 20 hrs per wk)	7	8	0.38%	1		
Annual Leave	7	80	3.85%	10		
Sick Leave	7	56	2.69%	7		
Other	7	0	0.00%			
Subtotal: Personal Time		224	10.77%			

Ongoing Activities						
Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
1	Administration: maintain files, assist with annual meeting, train new employees, teach GIS and tech skills to coworkers, answer phone	7	52	2.50%		
2	Attend trainings not related to specific topic below, ie. computer, first aid, etc.	7	16	0.77%	2 or 3	
1	Attend staff meetings	7	70	3.37%	52	
	Subtotal: Ongoing Activity		138	6.63%		

Project and Program Activities						
Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
	Conservation Planning and Technical Assistance					
1	Technical Assistance: conduct site visits, provide phone and email technical assistance, assist landowners and partners with projects, plans, and other conservation concerns, tech meetings, and documentation	1 thru 6	500	24.04%		
1	LAP, SPG, and OWEB Grant Support: provide project development and grant writing assistance, oversee project installation, create project reports	1 thru 6	600	28.85%		
2	Native and Invasive Plants: Assist staff, partners, and landowners with invasive and native plant identification, reporting, data collection, and the native plant sale	1, 3, 5, 6	100	4.81%		
2	Technical support for partner committees and boards: CWMA, ODFW Tax Programs, NRCS Workgroups, etc.	1 thru 6	60	2.88%		
3	Other duties as assigned	1 thru 6	99	4.76%		
	Subtotal: Conservation Planning and Technical Assistance		1359	65.34%		
	Education & Outreach					
1	Plan and Host <i>Plan for Your Land</i> classes	6	104	5.00%	4	
2	Create educational presentations, materials, and social media posts	6	125	6.01%		
	Subtotal: Education & Outreach		229	11.01%		
	Diversity, Equity, and Inclusion					
2	Chair monthly DEI Committee meetings and assist with staff conversations	6, 7	50	2.40%	24	
2	Assist with development of Regional DEI events	6	50	2.40%	4	
2	Bring DEI training and events to Marion SWCD	6, 7	30	1.44%	2	
	Subtotal: Diversity, Equity, and Inclusion		130	6.25%		
	TOTALS FROM PROJECT AND PROGRAM ACTIVITIES		1718	82.60%		
	TOTALS FROM ONGOING ACTIVITIES		138	6.63%		
	TOTALS FROM PERSONAL TIME		224	10.77%		
	TOTAL TIME		2080	100.00%		

Employee Goals for Fiscal Year 2021-22		
1	Increase my recruitment, retention, and diversity of LAP applications	1 thru 7
1	Improve my capacity to assist cooperators with diverse conservation projects with education, job shadowing, and research	1 thru 7
1	Increase conservation projects within targeted areas of the district through improved outreach and offerings	1 thru 7
2	Build connections within the district and the conservation community by cultivating partnerships	7
2	Continue developing a regional DEI group that will bring DEI training and events to Marion SWCD	7

2019 - Updated Strategic Plan

- 1 - Water Quality
- 2 - Water Quantity
- 3 - Wetlands / Riparian
- 4 - Soil
- 5 - Native and Invasive Plant Management
- 6 - Education
- 7 - District Operations

MARION SWCD EMPLOYEE WORK PLAN

Name: Tom Wilson								
Position: Administrative Assistant					Full-Time Equivalent (FTE) Circle	.25		
Circle one: Technical Administrative Education			Employee ID:	N/A	Total Full Time Yearly Hours	2080		
Work Period:			7/1/21	6/30/22	Total Anticipated Number of Hours	520		
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
Personal Time								
1	Statutory holidays (10 days)			20				
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			2				
3	Annual Leave			24				
4	Sick Leave			24				
	Other- unpaid leave as needed			0				
	Sub-Total Personal Time			70				
Ongoing Activities								
Priority	Activity/Task							
1	Monthly Board and Committee Meetings Online Postings		6,7	36				
2	Website and Social Media Daily Updates		6,7	240				
3	Newsletter Creation and Subscriber Database Maintenance		7	36				
4	Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.		1-7	24				
6	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.		1-7	60	60			
7	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.		7	60	60			
	Subtotal ongoing activities			456				
	TOTALS FROM PERS TIME, ONGOING AND PROJECT ACTIVITIES			526				
Employee Goals for Fiscal Year								
1	Work to improved social media outreach with more detailed postings							
2	Continue to collaborate with education outreach in many different formats							
3								
4								
5								
6								
7								
8								
9								
10								