

# Marion Soil & Water Conservation District



# 2017-2018 Employee Annual Work Plans

338 Hawthorne Ave E, Salem, Oregon 97301 ~ 503-391-9927  
[www.marionswcd.net](http://www.marionswcd.net)

June 2017

These employee work plans were adopted on June 19, 2017 by the Marion SWCD Board of Directors.

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# MARION SWCD WORK PLAN TEMPLATE

**2017-2018**

Name: **Janice Calkins**

Position: <b>Office Coordinator</b>		Full-Time Equivalent (FTE) Highlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highlight One in Yellow: Technical <span style="border: 1px solid red; padding: 2px;"><b>Administrative</b></span> Education	Employee ID: N/A	Annual Work Allotment (hours)	2080	
<b>Work Period:</b>		Anticipated Annual Avg. No. of Hrs.	<b>2080</b>	
	7/1/17	6/30/18		

Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr	Actual Hrs/yr	%	Completed
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Personal Time						
1	Statutory Holidays (10 total)		<b>80</b>			
2	1 Day Floater		<b>8</b>			
3	Annual Leave (12 Hr/mo)		<b>160</b>			
4	Sick Leave (8 Hrs./mo) 3 wks assist spouse after surgeries		<b>136</b>			
<b>Sub-Total Personal Time</b>			<b>384</b>		<b>18.46%</b>	

Ongoing Activities						
	<b><u>Administrative/Operations:</u></b>					
2	<b><u>Customer Service:</u></b> Answer phones, greet walk-ins, etc.	6, 7, 8	229			
3	<b><u>Info/Matls:</u></b> walk-ins, callers, staff, partners & others, stock, log, display	6, 7, 8	62			
4	<b><u>Records Management:</u></b> Hard & electronic copies -Maintain,					
5	Archive, Purge, Update (includes Conference room scheduling)	9	42			
6	<b><u>House-Keeping:</u></b> Office secured, supplies stocked.	6, 9	43			
7	<b><u>Outside Errands:</u></b> Mail/Bank runs, pick up mat'ls/supplies, other.	9	21			
8	<b><u>Supplies:</u></b> Office, Postal - Maintain, Stock, Replenish	9	42			
9	<b><u>Meetings:</u></b> Staff, Trainings, Conference Room bookings, Other	6, 8	73			
10	<b><u>Annual Promo Items:</u></b> Research, Order, Receive, Inventory (periodically)	6, 7, 8	62			
11	<b><u>Event Planning:</u></b> Annual Mtg (Venue, Dinner, Invites, Eve.Program)	6, 8	62			
12	<b><u>Donations:</u></b> Contact (phone, mail, e-mail) multi-times, Request,					
13	Pick-up items, AckForms, Thank you cards, Advertise	6, 8	62			
14	<b><u>Posters</u></b> (sell): Assist,prepare for shipping, mail, log, keep stock avail	6, 7	21			
16	<b><u>Promote/Advertise Dist.Events:</u></b> Facebook, Libraries, Subscribers, etc.	6, 7	62			
17	<b><u>Volunteers:</u></b> Keep data bases for each updated	1, 6, 7	42			
18	<b><u>Outreach: Events/Workshops:</u></b> Earth Day, Age Fest, Envirothon, other	6, 7	42			
19	<b><u>CPC</u></b> (Capital Postal Customer Council) meetings, activities, updates		62			
	<b><u>Projects</u></b>					
20	<b><u>Brochure Acquisitions - Index &amp; Log Updates</u></b>		62			
21	<b><u>Misc. Other Duties/Activities</u></b> (assist w/special projects, mailings, phone calls, events)		146			
22	<b><u>Newsletter</u></b> Design (Qtrly)-articles		62			
<b>Sub-Total Ongoing Activity</b>			<b>1197</b>		<b>57.55%</b>	

**Program Activities**

1	<b>Annual Youth Art Contest:</b> <i>Select Theme, Collect Resource Mats on To</i>	6, 7	478		
2	<i>Update registration/entry forms; Create/re-design powerpoint pres.</i>				
3	<i>Update contacts lists/emails (schools,teachers, outside organizations)</i>				
4	<i>Advertise, Roll out-contact target audience. Order mats based on</i>				
5	<i>participant sign-ups; secure donations for prizes. Track, Initiate public</i>				
6	<i>interest/voting. Determine &amp; announce winners, award prizes, (create</i>				
7	<i>award certficates, etc.). E-mails back &amp; forth during process.</i>				
8	<b>Annual Updates required. Research</b> <i>contact e-mails/schools &amp; teachers</i>	6, 7			
9	<b>MES:</b> <i>Connect with area Landscapers/Gardeners,</i>	1, 6, 7	21		
10	<i>Advertise with flyers, mailings, posting on web/facebook.</i>				
11	<b>Subtotal Project Activity</b>		<b>499</b>		<b>23.99%</b>
	<b>Totals from Personal Time, On-going and Project Activities</b>		<b>2080</b>		<b>100.00%</b>

Program or Activity Targets		Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease
1	<b>YOUTH ART CONTEST:</b> <i>After School Organizations, YMCAs,</i>	6, 7	X			
2	<i>Boys/Girls Clubs, Home Schooled, Continue to expand participation</i>					
3	<b>MES:</b> <i>Landscapers, City Public Works Dept, Parks Dept.</i>	1, 6, 8	X			
4						

**Employee Goals for Fiscal Year**

1	<b>Acquire New MC Participants &amp; increase number by 10%</b>	8	X	472		
2	<b>Learn How to Manage Facebook</b> <i>Page more efficiently</i>					
3	<b>Partner with other Agency(ies)</b> <i>on Mcontest/ Classroom visits</i>					
4	<i>Utilize Volunteers more for office projects/updates</i>					
5	<i>Educate more on best management practices, programs, services,</i>	1, 4, 5, 7				
	<i>invasive/noxious weeds, native plants via Facebook, Newsletter,Web.</i>					

## MARION SWCD EMPLOYEE WORK PLAN

Name: Jane Keppinger						<b>2017-2018</b>	
Position: District Manager					Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical <input type="radio"/> <b>Administrative</b> <input checked="" type="radio"/> Education			Employee ID:	N/A		Total Full Time YearlyHours	2080
<b>Work Period:</b>			7/1/17	6/30/18	Total Anticipated Number of Hours	2080	
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity
<b>Personal Time</b>							
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						
	<b>Sub-Total Personal Time</b>			<b>192</b>		<b>9.2%</b>	
<b>Ongoing Activities</b>							
Priority	Activity/Task						
1	<b>District Operations (State Statute Requirements)</b>						
2	Coordinate the Development of 2018-19 Employee Annual Work Plans		8	8			
3	Provide financial information/article for Annual Report & submit Annual Audit to ODA		8	12			
4	Facilitate the District's Annual Meeting & Publish Public Meeting Notices		6, 8	16			
5	Faciliate the development of the District's Annual Report		8	8			
6	Seek Facilitator to Assist with Review and Update of SWCD Strategic Plan with Board		8	8			
7	Distrubute District's 2018 Director Election Information/Publish Notice		6, 8	12			
8	<b>Sub-Total District OperationsTime</b>			<b>64</b>		<b>3.1%</b>	
Priority	<b>Technical Management</b>						
1	Orgnaize, lead & attend technical staff meetings weekly or as		1-6,8	96			
2	Perform client/project site visits with technical staff		1-6,8	32			
3	Review client, project, program folders for accurancy and compliance		1-6,8	36			
4	Continue review of Landowner Assistance Program for possible revisions and updates as needed		1-6,8	24			
	<b>Sub-Total Technical ManagementTime</b>			<b>188</b>		<b>9.0%</b>	
Priority	<b>Financial Management</b>						
1	Comply annually with Oregon Budget Law requirements by		8	16			
2	Manage Current Budget, Prepare 2018-19 Budget, Publish Notices, Organize Budget Committee Meeting & Hearing		8	56			
3	Review monthly payroll and quarterly reports.		8	8			
4	Review & prepare monthly Accts. Rec./Accts. Payable.		8	12			
5	Create/correlate monthly financial statements for Board		8	24			
6	Administer or manage contracts, agreements		8	24			
7	Prepare ODA Financial & Submit Quarterly Grant Reports		8	8			
8	Prepare for 2016-17 annual audit. Seek Board approval in December. Electronically file report with Secretary of State & provide copy to ODA		8	36			
9	Research & Implement any new cost saving measures in district operations		8	8			
	<b>Sub-Total Financial Management Time</b>			<b>192</b>		<b>9.2%</b>	

Priority	Administration (Office & Personnel)						
1	Perform employee performance evaluations. Meet with employees when needed to provide training & discuss workload, performance	8	48				
2	Annually review & evaluate SWCD Programs w/employees	8	36				
3	Review current employee Annual Work Plan & update when needed	8	24				
4	Develop my 2018-19 Work Plan Information	8	8				
5	Create, maintain, update position descriptions & hire any additional staff as needed	8	48				
6	Review and update District policies, forms etc.	8	48				
7	Oversee the purchase of District supplies, equipment or vehicle	8	12				
8	Evaluate & Implement the need to contract out various administrative or technical work	8	40				
9	Complete regular tracking, reporting, requests i.e. ODA Grant	8	36				
10	Oversee/conduct office maintenance	8	48				
11	Facilitate Leasing Office Space & Manage Office Sublease	6, 8	48				
12	Order/purchase supplies as needed	8	12				
13	Review draft 2017-19 ODA Scope of Work Tasks w/Ag WQ & SWCD Staff for compliance/completeness	6, 8	4				
14	Oversee computer maintenance/software updates & needed hardware with contractor	6, 8	24				
15	Attend Partner/Local Advisory Committee Meetings	6, 8	8				
16	Answer E-mail, phone, visitor/staff questions or concerns, oversee all HR functions/implement new laws	6, 8	480				
17	Prepare for and Attend Monthly Staff Meetings	8	48				
18	Work with Directors & Committee members, prepare for & attend any SWCD Board, Budget & Committee Meetings	6, 8	96				
19	Compile Monthly Board & Committee Meeting Agendas & related documents	8	96				
20	Coordinate, Attend SWCD, Partners, Community Meetings or Events	8	96				
21	Prepare Monthly Time Sheet/Expense Reports	8	12				
22	Attend trainings, meetings or conferences as available	6, 8	48				
	<b>Sub-Total Administration Activity</b>		<b>1320</b>			<b>63.5%</b>	
<b>Project or Program Activities</b>							
1	Coordinate continued training on and populate the Conservation Activity Tracking Systems (CATS) Program	8	48				
2	Continue pursuing a conservation/education project on ODOT property across from District office	1-8	36				
3	Research, Seek Board Approval & Implement New Conservation Programs or Project Ideas	1-6	40				
	<b>Sub-Total Project Activity</b>		<b>124</b>			<b>6.0%</b>	
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>			<b>2080</b>			<b>100%</b>	
<b>Employee Goals for Fiscal Year</b>							
1	Attend Additional Management and Other Beneficial Trainings						2
2	Assist in Finishing the Development and Implement Field Border Cost-Share Program if Approved by the Board (#3 Project from Above)						1
3	Successfully Pass Financial Audit						1

## MARION SWCD EMPLOYEE WORK PLAN

Name: Jenny Meisel					<b>2017-2018</b>		
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 YearlyHours	2080	
		<b>Work Period:</b>	7/1/17	6/30/18	Total Anticipated Number of Hours	1664	80%
		Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
<b>Personal Time</b>							
1	Statutory holidays (11 days)		88		5.3		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8		0.5		
3	Annual Leave		96		5.8		
4	Sick Leave		60		3.6		
	Other						
<i>Sub-Total Personal Time</i>			<b>252</b>		<b>15.14%</b>		
<b>Ongoing Activities</b>							
Priority	Activity/Task						
1	Administration: Maintain files, annual meeting; assist with interviewing and hiring employees; answer phone		8	80		4.8	
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.		8	24		1.4	
3	Attend Staff meetings		8	36		2.2	
4	Coordinate annual native plant sale (see hours below)		1,3,4,5,6,7,8				
<i>Sub-Total Ongoing Activity</i>			<b>140</b>		<b>8.41%</b>		
<b>Project or Program Activities</b>							
Priority	Activity/Task						
1	<b>Native Plant Sale</b>						
	Work with vendors to order and secure plant material; work with Bauman's to secure venue		5,6,8	40		2.4	
	Develop plant list and create documents for the plant sale: advertising flyers, handouts, newsletter articles, etc.		1,3,4,5,6,7	24		1.4	
	coordinate volunteers and staff		6,7,8	60		3.6	
	create/organize labels and signage for plants		5,6,7	16		1.0	
	set up/take down and gather material, supplies and pick up plants for plant sale		5,6,7,8	36		2.2	
	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	40		2.4	
<i>Subtotal: Native Plant Sale</i>			<b>216</b>		<b>13.0</b>		
2	<b>Native Plant Program</b>						
	Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program		1,2,3,4,5,6,7,8	64		3.8	
	develop articles, presentations and documents related to native plants; coordinate with other agencies and organizations		1,2,3,4,5,6,7,8	32		1.9	
	collect and organize photos and herbarium specimens		5,7,8				
	develop native plant profiles and content for website, social media		1,2,3,4,5,6,7,8	8		0.5	
<i>Subtotal: Native Plant Program</i>			<b>104</b>		<b>6.25%</b>		

3	<b>Invasive Plants Program</b>						
	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		5.8		
	work with the City of Salem on Knotweed treatment project; contact landowners to gain permission to conduct treatments and inform them about the project	1,3,4,5,6,7,8	40		2.4		
	work with Willamette Riverkeeper and Oregon State Parks on landowner outreach for aquatic invasive plant control project in Willamette Mission State Park.	1,3,4,5,6,7,8	60		3.6		
	collect and organize photos and herbarium specimens	5,7,8					
	develop articles, presentations and other informational documents related to invasive plants	1,3,4,5,6,7,8	20		1.2		
	coordinate with other agencies and organizations: CWMA, No Ivy Coalition, Marion County Weed Control District, Oregon Dept of Ag, City of Salem etc., WIN steering committee, Chair the Mid Willamette CWMA.	1,3,4,5,6,7,8	32		1.9		
	develop invasive plant profiles and content for website; social media	1,3,4,5,6,7,8	8		0.5		
	<b>Subtotal: Invasive Plant Program</b>		<b>256</b>		<b>15.4</b>		
4	<b>Invasive Plant Surveys</b>						
	Assess need to continue with invasive plant surveys in 2018	5,6,7,8	8		0.5		
	Plan surveys for 2018: Create maps, conduct outreach to landowners	5,6,7,8	16		1.0		
	Supervise and train temporary staff	5,7,8	40		2.4		
	Maintain and update GPS equipment for survey use	5					
	<b>Subtotal: Invasive Plant Surveys</b>		<b>64</b>		<b>3.85%</b>		
5	<b>Backyard Habitat Improvement Program</b>						
	Continue with development of program; coordinate with City of Salem to plan and implement pilot program	1,2,3,4,5,6,7,8	100		6.0		
	Continue to work with committee of local partners to define goals and work to provide outreach and education regarding backyard habitat	1,2,3,4,5,6,7,8	18		1.1		
	contact local businesses to develop incentives for participants	5,6,7,8	8		0.5		
	Outreach to advertise program; Saturday market; flyers; newsletter articles	1,2,3,4,5,6,7,8	32		1.9		
	develop/design a sign for program participants	5,6,7	16		1.0		
	<b>Subtotal: Backyard Habitat Improvement Program</b>		<b>174</b>		<b>10.46%</b>		
6	<b>Education and Outreach</b>						
	Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops. Education and Outreach activities related to specific programs is accounted for within that program above.	1,3,4,5,6,7	48		2.9		
	Assist Education Coordinator with annual education events: Salmon Watch, Envirothon, Erosion Control Summit, Down by the Riverside, Outdoor school, Home School Day etc.	1,3,4,5,6,7	104		6.3		
	assist with coordination and attending outreach events: Saturday market, Earth Day, Ag Fest, etc	1,3,4,5,6,7	40		2.4		
	<b>Subtotal: Education and Outreach</b>		<b>192</b>		<b>11.54%</b>		



7	<b>LAP Assistance/Conservation Planning</b>						
	Provide LAP support and assistance for planning staff; conduct site visits, provide technical assistance, create maps, site visit write ups; write specs for projects	1,2,3,4,5,6,7,8	100		6.0		
	update and input client data into CATS database	1,2,3,4,5,6,8	50		3.0		
	Provide GIS support for staff	1,2,3,4,5,6,7,8	16		1.0		
	Manage GIS Data	1,2,3,4,5,6,8					
	Attend weekly tech meetings	1,2,3,4,5,6,8	100		6.0		
	<b>Subtotal: Lap Assistance/Conservation Planning</b>		<b>266</b>		<b>15.99%</b>		
	<b>Sub-Total Project Activity</b>		<b>1272</b>		<b>76.4</b>		
	<b>Sub-Total Ongoing Activity</b>		<b>140</b>		<b>8.4</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>1412</b>		<b>84.9</b>		
	<b>TOTALS FROM PERSONAL TIME</b>		<b>252</b>		<b>15.1</b>		
	<b>TOTAL TIME</b>		<b>1664</b>		<b>100.00%</b>		
<b>Employee Goals for Fiscal Year</b>							
1	Implement a pilot program for BHIP						
2	Develop incentives for BHIP program; work with local businesses to offer incentives						
3	Take a leadership or project management course/training						
4	Take a GIS training course						
5	Learn CATS Program						

## MARION SWCD EMPLOYEE WORK PLAN

Name: Jonathan Blatchford						<b>2017-18</b>		
Position: Ag Specialist and 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 Yearly Hours	2080	
<b>Work Period:</b>			7/1/17	6/30/18	Total Anticipated Number of Hours	2080		
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
<b>Personal Time</b>								
1	Statutory holidays (10 days)		8	80				
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	8				
3	Annual Leave		8	80				
4	Sick Leave		8	40				
	Other							
	<b>Sub-Total Personal Time</b>			208		10.00%		
<b>Ongoing Activities</b>								
Priority	Activity/Task							
1	New client technical assistance (phone calls, quick Q's)	1 thru 7		100				
2	Existing client technical assistance and cons. Planning	1 thru 7		550				
3	Trainings	1 thru 8		118				
5	General conservation planning	1 thru 7		300				
6	District operations/Admin operations	7, 8		88				
7	Support for outreach and community events	6, 7, 8		16				
8	Facilitating small and targeted meetings with current clients	6, 7		20				
9	Providing research and reference material for clients	7, 8		30				
10	Contacts and networking within farming community	6, 7		20				
11	Work with farmers to identify needs	1 thru 7		50				
12	GIS mapping; new clients and on going technical	6		60				
13	CATS general data input	6		40				
14	Web Soil Survey mapping	1 thru 7		20				
16	Other duties as assigned							
	<b>Sub-Total Ongoing Activity</b>			1412	0	67.88%		
<b>Project or Program Activities</b>								
Priority	Activity/Task							
1	LAP general work and grant writing	1 thru 7		250		12.01%		
2	Previous LAP and OWEB audits	6, 7		20		0.96%		
3	OWEB general work and grant writing	1 thru 7		40		1.92%		
5	Partnership program/project assistance	1 thru 7		50		2.40%		
6	CATS project design	1 thru 7		100		4.80%		
	<b>Sub-Total Project Activity</b>			460	0	22.12%		
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>				2080	0	100.00%		

**Employee Goals for Fiscal Year**

						Quantity	
1	Learn more about large, multi partner projects						
2	Organize more focused meetings for clients					3 total	
3	Improve technical assistance ability						
4	Improve report writing and thoroughness						
5	Identify key areas of need in agricultural community					Top 5	
6	Utilize and continually work in CATS						
7	Hone current and develop GIS skills						
8							

**MARION SWCD EMPLOYEE WORK PLAN**

**2017-2018**

Name: <i>Meredith J. Hoffman</i>						
Position: Conservation Program & Partnership Lead				Full-Time Equivalent (FTE)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Highlight One in Yellow: <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Education			Employee ID:	N/A	Annual Work Allotment	2080
			Work Period:	7/1/17 - 6/30/18	Anticipated annual average	2080
Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr	Actual Hrs/yr	%	Completed
<b>Personal Time</b>						
1	Use floater for Day after Thanksgiving	10 Statutory holidays		80		
	Floater day	Floater Day		8		
2	12 days, but only accum 1 per month	Annual Leave		96		
3		Sick Leave		96		
4		Other		0		
<b>Sub-Total Personal Time</b>				<b>280</b>	<b>13.0%</b>	
<b>Ongoing Activities</b>						
1	Quick sheets : Best sheet weeds, Make a list	Goal 1: Creation, development of project plans and Conservation Plans, using f-to-f, email, telephone	1,2,3,4,5,6,7	225		
2	Hours on initial project vetting	Goal 1: Tech support for LAP, SPG and OWEB, inc initial set up and review of work.	1,2,3,4,5,6,7	90		
3	Get projects going, ask more questions and follow thru to completed	Goal 1: Implement projects, monitor, reevaluate project timelines.	1,2,3,4,5,6,7	70		
4	check up on old ones, divide up list, reconnect,	Goal 1: Support and evaluate past projects	1,2,3,4,5,6,7	40		
5	ODA/ Make MarionSWCD a leader again, need a master list, pull a 319 grant for waste?	Goal 2: Build Partnerships/ Lead for technical representation	1,2,3,4,5,6	70		
6	More techwork with them	Goal 2: Lead for No. Santiam Drought	1,2,7,8	80		
7	Complaint calls, visibility level of AgWQM	Goal 3: ODA AgWQ education & Abiqua & other compliance work	1,2,3,4,5,8	35		
8	1/4 reports, focus on timelines, rewrite for 2017-19 update spreadsheet	Goal 3: ODA, FAAP & SOW reports	1,2,3,4,5,8	60		
9	Co work w/ ODA as they have time	Goal 3: ODA SVA mapping 1st and 8th quarters	1,2,3,4,5,8	60		
10	2 days train per mo., more 1 hr train.	Team Goal: Trainings, Seminars, Webinars, Publications	1,2,3,4,5,8	220		
11	Environ, Plant Sale, farmer workshop?, focus on dairy, beef, create map, Aumsville Corn Fest, annual meeting	Team Goal: Outreach - whole office but also ag groups?	1,2,3,4,5,6,8	30		
12	Sat Market, adult education?	Team Goal: Support for Educational events	7,8	30		
13	Updates, make sure downloads are clean	Admin Goal: Record keeping and data management	1,2,3,4,5,6,8	90		
14	Get all the data in there, use the reports	Admin Goal: CATS continued data entry and training	1,2,3,4,5,6	35		
15	Daily email, assist others,	Admin Goal: Office Duties	1,2,3,4,5,6,8	30		
16	Get master contact sheets in one place, create list of things I need to get trained on. Create a cheat sheet for a new tech, paper calendar	Admin Goal: Organization and Clean up	1,2,3,4,5,6	15		
16	daily interaction, follow up, training time	Admin Goal: District Operations	6,8	95		
<b>Sub-Total Ongoing Activity</b>				<b>1275</b>	<b>61.3%</b>	
<b>Project or Program Activities</b>						
1	Quick follow up, assessment	Goal 1: District Conservation Programs: LAP	1,2,3,4,5,6,8	200		
2	Encourage creative thinking WQ projects	Goal 1: District Conservation Programs: SPG	1,2,3,4,5,6,8	20		
4	study CREP, group OWEB on Senegal Creek	Goal 1: Conservation Programs: OWEB & CREP	1,2,3,4,5	40		
6	Development of sustainable relationships, Grp Prject/ waste? Create my own contact list of real, valuable connections	Goal 2: Program/Project Lead New project initiation	1,2,3,4,5,6,7	55		
3	Timely comm w/ ODA staff, training?	Goal 3: ODA Water Quality Program	1,2,3,4,5,8	200		
5	Prepare documents, annual mtgs now	Goal 3: AgWQ: LAC Meetings and reports	1,2,3,4,5,8	10		
<b>Sub-Total Project Activity</b>				<b>525</b>	<b>25.2%</b>	
<b>TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACTIVITIES</b>				<b>2080</b>	<b>100%</b>	

		Program or Activity Targets	Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease
1	Get 3x yearly finalized	Technical assistance to new landowners starting LAP	1,2,	1			
2	Cover crop, pasture, use whats available	Work with the community : awareness of soil health	1-4, 6,7,10,11	1,2,3,4			
3	focus on small landowners, simple, practical	Small Landowners - soil principles & water resource	1-4, 6,7,10,11	1,2,3,4			
4	By August 15, Bd info on new one	Complete and file 2015-2017 ODA FAAP & SOW	7,8	3			
5	By June 30, Create our new Access spread sheet, qaurterly reminders on the calendar	Submit and maintain 2017-2019 ODA FAAP & SOW	7,8	3			
	Work with ODA	Complete and file 2015-2017 ODA SVA for Upper & Lower	7,8	3			
	Work with ODA	Submit 2017-2019 ODA SVA for Upper Mill Creek	7,8	3			
6	Create a plan for targeting, new map with landmarks	Engage a new landowner in the Mill Creek Focus Area	7,8,10	3			
7	Stop emailing, call & connect with people, create master list	Program lead Liason: Connect/strengthen relations	5-8, 10,11	6			
<b>Employee Goals for Fiscal Year</b>							
1	Read, attend, partner, local organics?	Increase my knowledge of soil & water management	1-4, 7, 9-12	1,2,3,4,5			
2	Find farmer/sm ag grps	Develop landowner & community contacts	1,2,3,4	1,2,3,4,5			
3	MC versus others, roadside ditches	Increase my awareness of conservation issues in MC	1-8, 9-11	1,2,3,4			
4	Stay compliant, build relations	Improve knowledge of Ag WQ management & soils	1-4, 6-9	2			
5	Worksheets to work thru w/ clients	Increase understanding best mngmt practices	1-4, 6-9	1,2,3,4,5			
6	Create section in computer for this	Inc. understanding of MC Land use,policies, permits, rights	1-4, 6-9	1,2,3,4,5			
7	CREP EQUIP	Increase understanding of other agency programs	5,6,10	1,3,4			
8	Use herbarium	Improve identification of native/invasive species	1-4, 9	1,2,4			
9	Get photos in, gen reports, put in LAP projects	Improve data management and learn CATS program	13	1			
10							

# MARION SWCD EMPLOYEE WORK PLAN

Name: **NEW POSITION**

**2017-2018**

Position: Conservationist

Full-Time Equivalent (FTE) Circle

Yes  No

Circle one: **Technical** Administrative Education

Employee ID: N/A

Total Full Time Yearly Hours

2080

Work Period: 7/1/17 6/30/18

Total Anticipated Number of Hours

2080

	Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
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**Personal Time**

1	Statutory holidays (10 days)		64			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8			
3	Annual Leave		48			
4	Sick Leave		48			
	Other					
<b>Sub-Total Personal Time</b>			168	8.08%		

**Ongoing Activities**

Priority	Activity/Task					
1	New Employee Training	8	40			
1	Administration: Maintain files, annual meeting; check email; answer phone	8	40			
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	8	24			
3	Attend Staff meetings	8	27			
<b>Activity</b>			<b>131</b>	<b>6.30%</b>		

**Project or Program Activities**

Priority	Activity/Task					
<b>LAP &amp; SPG Assistance/Conservation Planning</b>						
	LAP - audits of previous year's projects	1,2,3,4,5,6,8	398			
	SPG - Field Border Program (mapping, site inspections)	1,2,3,4,5,6,8	150			
	Provide GIS support for staff	1,2,3,4,5,6,7,8	50			
	Manage GIS Data	1,2,3,4,5,6,8	120			
	Attend weekly tech meetings	1,2,3,4,5,6,8	80			
	General Conservation Planning	1,2,3,4,5,6,7	180			
<b>Subtotal: LAP &amp; SPG Assistance/Conservation</b>			<b>978</b>	<b>47.02%</b>		
<b>Native Plant Sale</b>						
	set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7,8	20			
<b>Subtotal: Native Plant</b>			<b>20</b>	<b>0.96%</b>		
<b>Invasive Plant Surveys</b>						
	Plan surveys for 2018: Create maps, conduct outreach to landowners	5,6,7,8	60			
	Maintain and update GPS equipment for survey use	5	30			
<b>Subtotal: Invasive Plant Surveys</b>			<b>90</b>	<b>4.33%</b>		



## MARION SWCD WORK PLAN TEMPLATE

Name: Ron Crouse					<b>2017-2018</b>		
Position: Natural Resource Education Specialist					Full-Time Equivalent (FTE) Highlight in Yellow	Yes	1
Highlight One in Yellow: Technical Administrative <u>Education</u>			Employee ID:	N/A	Annual Work Allotment (hours)	2080	
Work Period:			7/1/17	6/30/18	Anticipated annual average number of hours	2080	
Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr	Actual Hrs/yr	%	Completed	
<b>Personal Time</b>							
1	Statutory holidays		88		4%		
	One floater day		8		0%		
2	Annual Leave		150		8%		
3	Sick Leave		43		2%		
4	Other						
<b>Sub-Total Personal Time</b>			<b>281</b>		<b>13.51%</b>		
<b>Ongoing Activities</b>							
1	Coordinates, promotes, schedules and implements programs and presentations at Marion County elementary, middle and high schools, civic organizations and district workshops that advance the education outreach objective and strategies of the District.						
2	Searches for and uses expert assistance from among District staff and other businesses/agencies for technical specialty areas.						
4		7.1 - 7.7	709		34.09%		
5	Administers the CLEAR education grant program. Solicits grantees, assists with grant preparation, reviews grant applications,						
6	advises the District Board on grant approval and revises grant criteria when appropriate.		83		3.99%		
		8.4					
8	Purchase and maintain all equipment used in the District's educational programs.	7.4	83		3.99%		
10	Implementing special request education activities and workshops.	7.4	83		3.99%		
12	Networking with cooperative partners, agencies, organizations and businesses.	7.6	83		3.99%		
14	Promoting District education events.	6.4	83		3.99%		
17	Assist with development of partner educational materials and signing.	7.6	43		3.99%		
<b>Sub-Total Ongoing Activity</b>			<b>1167</b>		<b>56.11%</b>		
<b>Project or Program Activities</b>							
1	Coordinates, promotes, schedules, provides training and implements the "Oregon Envirothon" competition.						
2	Pursues partnerships with/from other SWCDs, educational institutions, businesses, agencies and foundations						
3	to advance Oregon Envirothon around the state. Oversee training and travel to the						
4	NCF Envirothon. Work with new Envirothon board members.	7.3, 7.5	340		16.35%		
5							
6	Assist our native/invasive plant specialist with the development and review of a						
7	backyard habitat program and the native plant sale. Assist with the Stan Vistica						
8	scholarship review.	1.8, 5.4	83		3.99%		
9							
10	Develop, organize and present educational materials, training and instruction for						
11	the District's "Salmon Watch" program.	7.2, 7.3, 7.4	126		6.06%		
12							
13	Produce several short videos of LAP and educational						
14	projects and programs	7.2, 7.3, 7.4	83		3.99%		
<b>Sub-Total Project Activity</b>			<b>632</b>		<b>30.38%</b>		



	TOTALS FROM ONGOING AND PROJECT ACTIVITIES	2080	100.00%
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Program or Activity Targets		Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease -
1						
2						
3	Communicate with middle school to recruit for Salmon Watch			20 hours	20 hours	
4						
5	Represent Marion SWCD with the Mid-Willamette Valley Outreach Group					
6	(MWOOG) and assist with planning the annual erosion control summit.			20 hours	20 hours	
7						
8						
9						
10	(These hours are reflected in #12, On-going activities)					
<b>Employee Goals for Fiscal Year</b>						
1	Recruit and train four additional volunteer teachers for Salmon Watch programs.					
2						
3	Assist OFRI with transition of Oregon Envirothon.					
4						
5	Coordinate training and attendance of the winning Oregon Envirothon					
6	team to the NCF North American Envirothon.					
7						
8	Assist Silverton High School with planning a restoration project along Silver Creek.					
9						
10						

## MARION SWCD WORK PLAN

Name: <b>Susan Ortiz</b>						<b>2017-2018</b>	
Positic <b>Programs Assistant</b>				Full-Time Equivalent (FTE) Circle	Yes	<b>No 0.80 FTE</b>	
Circle one: Technical <input type="radio"/> <b>Administrative</b> <input checked="" type="radio"/> Education <input type="radio"/>				Employee ID:	N/A	Total Full Time Yearly Hours	2080
<b>Work Period:</b>				7/1/17	6/30/18	Total Anticipated Number of Hours	1664
				Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time
<b>Personal Time</b>							
1	Statutory holidays (10 days)				80		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)				8		
3	Annual Leave (accrue 8 hrs per month = 10hrs * 0.80FTE)				96		
4	Sick Leave (accrue 6.4 hrs per month = 8hrs * 0.80FTE)				76		
	Other						
<b>Sub-Total Personal Time</b>					<b>260</b>		<b>15.63%</b>
<b>Ongoing Activities</b>							
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).			8	73		4.4%
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.			8	73		4.4%
3	Develop, monitor and maintain contracts with business that supplies materials, goods or services for the operation of the District in accordance with Oregon Law. Assist staff with the public contracting process. Write and 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			8	73		4.4%
4	Coordinates and provides assistance to Technical Specialists with the Conservation Activities Tracking System (CATS) computer program.			1-6	126		7.6%
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.			1-6	42		2.5%
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, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.			8	27		1.6%
7	Monitors a variety of activities on behalf of the District's Technical Specialists for the purpose of achieving goals and meeting target dates. Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.			1-6	92		5.5%
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.			1-8	33		2.0%
9	Represent the District at various meetings and functions. Representation may be required outside the normal workday and may require overnight travel.			1-8	33		2.0%

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.	1-8	130	7.8%		
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.	8	130	7.8%		
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	1-8	33	2.0%		
<b>Sub-Total Ongoing Activity</b>			<b>865</b>	<b>51.98%</b>		
<b>Project or Program Activities</b>						
Priority	Activity/Task					
1	Performs grant administrative duties 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 District's LAP and SPG grant programs.	1-6, 8	349	21.0%		
2	Develops, proofreads and edits various program related and/or LAP & SPG grant documents as needed or required.	1-6, 8	50	3.0%		
3	Develops and maintains an efficient filing system for all the District's internal and external grant programs and technical information.	1-6, 8	50	3.0%		
4	Submits reports for external grants, on time. If information is needed for a report from District personnel, advises appropriate personnel of the information required for reports to be filed on time. Includes OWEB SG's.	1-6, 8	25	1.5%		
5	Acts as the main contact for the Lower Willamette East Small Grant Team. Performs application scoring, participates in team meetings, prepares reports.	1-6, 8	65	3.9%		
<b>Sub-Total Project Activity</b>			<b>539</b>	<b>32.39%</b>		
<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>			<b>1664</b>	<b>100.00%</b>		
<b>Employee Goals for Fiscal Year</b>						
1	Fully utilize CATS for new clients and archive clients					
2	Implement SPG Field Borders Grant idea					
3	Learn ArcGIS to assist Tech staff and clients					
4						

MARION SWCD EMPLOYEE WORK PLAN

Name: Tom Wilson				<b>2017-2018</b>		
Position: Administrative Assistant				Full-Time Equivalent (FTE)	Yes	No
Highlight One in Yellow: Technical Administrative Education				Annual Work Allotment (hours)	50%	864
Work Period:				7/1/17	6/30/18	Anticipated annual average number of hours
				50%	864	
Priority	Activity/Task	Strategic Plan Goal Number	Planned Hrs/yr	Actual Hrs/yr	%	Completed
<b>Personal Time</b>						
1	Statutory holidays (10 total)		40			
	Floater Day (1 Day for employees who works 20 hrs or more)		4			
2	Annual Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		36			
3	Sick Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		36			
4	Other		0			
<b>Sub-Total Personal Time</b>			<b>116</b>		<b>13.43%</b>	
<b>Ongoing Activities</b>						
1	Monthly Board Meetings : Preperation, Mailings, Minutes	6,8	72		8%	
2	Budget Committee Preperation, Mailings, Minutes	6,8	6		1%	
3	Admin Committee Preperation, Mailings, Minutes	6, 8	0		0%	
4	Recordkeeping, Filing & Maintain Minutes Notebooks	6,8	0		0%	
5	Answer Telephone/Greet Visitors-Fill-in	6,8	0		0%	
6	Misc Office Work (shredding, supplies, relabeling)	6,8	0		0%	
7	Data Input into CATS Program	1-8	48		6%	
8	Website Social Media Updates	6,8	48		6%	
9	Review of Educational Brochures	6,8	0		0%	
10	Weekly Laptop Updates	6,8	12		1%	
11	Update Rural Living Handbook	6,8	24		3%	
12	File Maintenance and Coordination	6,8	0		0%	
13	Archive administrative documents (board & committee minutes, etc.)	6,8	40		5%	
14	Create document binders for administrative activities - yearly	6,8	16		2%	
15	Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-8	40		5%	
16	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, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.	8	10		1%	
17	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.	1-8	74		9%	
18	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.	8	70		8%	
19	Safety Officer Responsibilities	8	12		1%	
20	File and Records Management (Paper and Electronic)	8	12		1%	
21	Newsletter Creation and Maintaining Subscriber Database	7, 8	24		3%	
<b>Sub-Total Ongoing Activity</b>			<b>624</b>		<b>72.22%</b>	

Project or Program Activities						
1	LAP/SPG/OWEB SG - assist with file creation, tracking, etc.	1-6	16			
2						
3						
<b>Sub-Total Project Activity</b>			<b>16</b>		<b>1.85%</b>	
<b>TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACTIVITIES</b>			<b>756</b>		<b>88%</b>	
Program or Activity Targets		Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease -
1						
2						
Employee Goals for Fiscal Year						
1	Learn Additional WordPress Program Skills					
2						