

MARION SWCD EMPLOYEE WORK PLAN

Name: Brandon Bishop									
Position: Agricultural 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:				7/1/19	6/30/20	Total Anticipated Number of Hours			
				Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity	Item Complete
Personal Time									
1	Statutory holidays (10 days)			7	80		41%	N/A	
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			7	8		4%	N/A	
3	Annual Leave			7	80		37%	N/A	
4	Sick Leave			7	40		19%	N/A	
	Other								
	Sub-Total Personal Time				208		100%	N/A	
Ongoing Activities									
Priority	Activity/Task								
1	New client technical assistance / recruitment			1 thru 6	250		17.8%	15	
2	Existing client technical assistance and cons. Planning			1 thru 6	450		32.1%	N/A	
3	Trainings			1 thru 7	100		7.1%	3	
4	General conservation planning			1 thru 6	210		15.0%	N/A	
5	District operations/Admin operations			6,7	140		10.0%	N/A	
6	Support for outreach and community events			6, 7	24		1.7%	3	
7	Facilitating small and targeted meetings with current clients			6, 7	20		1.4%	6	
8	Providing research and reference material for clients			7	20		1.4%	N/A	
9	Targeted Meetings and Events			1 thru 6	80		5.7%	15	
10	Work with farmers to identify needs			1 thru 6	30		2.1%	5	
11	GIS mapping; new clients and on going technical			1 thru 6	30		2.1%	N/A	
12	CATS general data input			7	40		2.8%	N/A	
13	Web Soil Survey mapping			1 thru 7	10		0.7%	N/A	
14	Other duties as assigned								
16									
17									
18									
19									
20									
	Sub-Total Ongoing Activity				1404		100.0%		

Project or Program Activities							
Priority	Activity/Task						
1	LAP general work and grant writing	1 thru 7	360		78%	20	
2	Previous LAP and OWEB audits	6, 7	50		11%	N/A	
3	OWEB general work and grant writing	1 thru 7	50		11%	2	
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
	Sub-Total Project Activity		460		100%		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES						
Employee Goals for Fiscal Year							
1	Continue to recruit and retain LAP participants						
2	Develop future workshops and meetings for landowners						
3	Improve technical assistance abilities						
4	Connect with more agricultural organizations to develop conservation partners						
5	Focus on agricultural issues in irrigation, crop production, soil and livestock.						
6	Continue to develop irrigation efficiency and water management						
7	Develop relationships in targeted areas of district						
8	Increase participation in SPG program with new innovative ideas						
9	Develop relationships to increase conservation efforts in district focus area(s)						
10	Develop relationships with vendors and suppliers of conservation materials						

MARION SWCD EMPLOYEE WORK PLAN

Name: Tom Wilson					2019-2020		
Position: Administrative Assistant					Full-Time Equivalent (FTE)		0.5
Highlight One in Yellow: Technical Administrative Education			Employee ID:	Quantity	Annual Work Allotment	50%	864
Work Period: July 1, 2019 - June 30, 2020					Anticipated annual average number of hours	50%	864
Priority	Activity/Task	Strategic Plan Goal Number	Planned		Actual	%	Completed
			Hrs/yr		Hrs/yr		
Personal Time							
	Statutory holidays (10 total)		50				
	Floater Day (1 Day for employees who works 20 hrs or more)		5				
	Annual Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		48				
	Sick Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		48				
	Other		0				
	Sub-Total Personal Time		151			17%	
Ongoing Activities							
1	Monthly Board Meetings : Preperation, Mailings, Minutes	6,7	72	12		8%	
2	Budget Committee Preperation, Mailings, Minutes	6,7	6	1		1%	
3	Committee Preperation, Mailings, Minutes	6,7	12	12		1%	
4	Recordkeeping, Filing & Maintain Minutes Notebooks	6,7	12			1%	
5	Answer Telephone/Greet Visitors-Fill-in	6,7	36			4%	
6	Misc Office Work (shredding, supplies, relabeling)	6,7	8			1%	
7	Website Social Media Updates	6,7	72			8%	
8	Review of Educational Brochures	6,7	12			1%	
9	Weekly Laptop Updates	6,7	12	52		1%	
10	Rural Living Handbook Distribution and Tracking	6,7	12			1%	
11	Archive administrative documents (board & committee minutes, etc.)	6,7	24			3%	
12	Create document binders for administrative activities - yearly	6,7	8			1%	
13	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	32			4%	
14	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.	7	8			1%	
15	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			7%	

16	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	72			8%	
17	Safety Officer Responsibilities	7	24			3%	
18	Fleet Management	7	12			1%	
19	File and Records Management (Paper and Electronic)	7	24			3%	
20	Newsletter Creation and Maintaining Subscriber Database	7	36	4		4%	
Sub-Total Ongoing Activity			705			82%	
Project or Program Activities							
1	LAP/SPG/OWEB SG - assist with file creation, tracking, etc.	1-6	8				
2							
3							
Sub-Total Project Activity			8			1%	
TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACTIVITIES			864			100%	
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	Redesign website and internet presence with help of a professional						
2	Work to improved communication with education and outreach staff						

MARION SWCD EMPLOYEE WORK PLAN

Jenny Ammon							
Position: Natural Resources Educator					Full-Time Equivalent (FTE)	Yes	No
Circle one: Education			Employee ID:	N/A	Total Full Time Yearly Hours	2080	11 months
Work Period:			7/1/19	6/30/20	Total Anticipated Number of Hours	2080	100%
			Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
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			40	1.9		
4	Sick Leave			24	1.2		
	Other			0	0.0		
Sub-Total Personal Time				152	7.3		
Ongoing Activities							
1	Administration: Maintain files, annual meeting; answer phone, office walkins, timesheets, grant tracking, update mailing and other lists etc.		all	160	7.7		
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.		all	40	1.9		
3	Onboarding and job training.		all	100			
4	Attend Staff meetings and board/committee meetings		all	40	1.9		
Sub-Total Ongoing Activity				340	16.3		
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, Outdoor school, Home School Day etc.		1-7	140	6.7		
	Provide adult education instruction or materials in coordination with District Technical staff and outside partners on conservation or ag related topics. 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 landowner education and outreach efforts.		7	40	1.9		
	Assist with North Santiam Watershed Council to put on a series of Living on the Land workshops for landowners		1-7	20	1.0		
Subtotal: Education				910	43.8		

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		
	Develop a community and outreach partnership list.	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		
	Contributes regular content to District's website and social media including posting public events, information.	6,7	32	1.5		
	Subtotal: Outreach		404	19.4		
	Sub-Total Project and Program Activity		1314	63.2		
	Sub-Total Ongoing Activity		340	16.3		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		1654	79.5		
	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).	1,2,4, 5, 7	160			3
2	Provide 3 Urban workshops (25-100 people) per year; family habitat workshop (nest box building), family native plant hike, adult learner program. Build these into consistent yearly calendar for marketing and follow-up with Jenny M. Master Gardener programs.	1,2,4,5,7	160			3
3	Take over Scholarship funding and dispersal for Jenny M.	7	40			
4	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			4

MARION SWCD EMPLOYEE WORK PLAN

Name: Jane Keppinger					2019-2020		
Position: 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		Employee ID:	N/A		Total Full Time	2080	
Work Period:		7/1/19	6/30/20	Total Anticipated Number	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			
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 2020-21 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	Faciliate the development of the District's Annual Report and submit to ODA		7	8			
6	Distrubute and Publish District's 2020 Director Election Information/Prepare to Publish Notice		7	12			
7	Sub-Total District OperationsTime			56	2.7%		
	Technical Management						
1	Orgnaize, lead & attend technical staff meetings weekly or as needed		7	96			
2	Perform client/project site visits with technical staff		1-5	32			
3	Review client, project, program folders for accurancy 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 and implementation process for new Conservation Cover Crop Program		1-7	8			
	Sub-Total Technical ManagementTime			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 2020-21 Budget, Publish Notices, Organize Budget Committee Meeting & Hearing		7	56			
3	Review monthly payroll and quarterly reports		7	8			
4	Review & prepare 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			
7	Prepare ODA Financial & Submit Quarterly Grant Reports		7	8			
8	Prepare paperwork for 2018-19 annual audit. Seek Board approval by December. Electronically file report with Secretary of State & provide copy to ODA		7	40			
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. Meet with employees to provide training & discuss 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 2019-20 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	Oversee the purchase of District supplies, equipment or vehicle	7	24				
7	Evaluate & Implement the need to contract out various administrative or technical work	7	40				
8	Complete regular tracking, reporting, requests i.e. ODA Grant	7	40				
9	Oversee/conduct office maintenance	7	48				
10	Facilitate Leasing Office Space & Manage Office Sublease	7	48				
11	Order/purchase supplies as needed	7	12				
12	Assist Building Committee with compiling and distributing agendas and perform research for office space requirements etc. Attend Committee meetings as needed	7	40				
13	Assist Administrative Committee with compiling agendas, distributing and attend Committee meetings as needed	7	40				
14	Oversee computer maintenance/software updates & needed hardware with contractor	7	24				
15	Attend Partner/Local Advisory Committee Meetings	6-7	12				
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, Attend SWCD, Partners, Community Meetings or Events	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 or conferences as available	6-7	48				
Sub-Total Administration Activity			1316	63.3%			
Project or Program Activities							
1	Coordinate continued training on and populate the Conservation Activity Tracking Systems (CATS) Program and other new grant tracking program	7	40				
2	Research & assist implementing new conservation programs or project ideas with Board approval	7	40				
3	Review information and Implement use of SWCD's new logo and branding information across all media platforms	6-7	20				
Sub-Total Project Activity			100	4.8%			
TOTALS FROM ONGOING AND PROJECT ACTIVITIES			2080	100%			
Employee Goals for Fiscal Year							
1	Attend beneficial 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 2020-21 Annual Budget approved by committee & board	7				1	

MARION SWCD WORK PLAN

Name: Janice Calkins					2019-2020		
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			Employee ID:	N/A	Total Full Time Yearly Hours	2080	
Work Period:			7/1/19	6/30/20	Total Anticipated Number of Hours	2080	
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity
Personal Time							
1	Statutory holidays (10 days) + 1 float day (11 total)			88		4	
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		15	
Ongoing Activities							
Priority	Activity/Task						
1	Info/Matls: walk-ins, callers, staff, partners & others, meet, greet, direct, assist, stock, log, display			6	650	32	
2	Records Management: Hard & electronic copies -Maintain, Archive, Purge, Update (includes Conference room scheduling)			7	146	7	
3	House-Keeping: Office, Kitchen, Supply Rooms secure, tidy.			7	83	4	
4	Outside Errands: Mail/Bank runs, pick up mat'ls/supplies, other.			7	22	1	
5	Supplies: Office, Postal - Maintain, Stock, Replenish			7	35	1	
6	Meetings: Staff, Trainings, Other			6, 7	81	4	
7	Annual Promo Items: Research, Order, Receive, Inventory (periodically)			7	49	2	
8	Event Planning: Annual Mtg (Venue, Dinner, Invites, Eve. Program)			7	52	2	
9	Donations: Contact (phone, mail, e-mail) multi-times, Request, Pick-up items, AckForms, Thank you cards, Advertise			7	51	2	
10	Posters (sell): Assist, prepare for shipping, mail, log, keep stock av			6, 7	5	1	
11	Promote/Advertise Dist.Events: Facebook, Libraries, Subscribers, etc.			6, 7	228	11	
12	Volunteers: Keep data bases for each updated			6, 7	5	1	
Sub-Total Administrative/Operations				1407		68	
Project or Program Activities							
Priority	Activity/Task						
1	Brochure Acquisitions - Index & Log Updates			All Goals	83	4	
2	Misc. Other Duties/Activities (assist w/special projects, mailings, phone calls, events)			7	83	4	
3	Newsletter (Qtrly)- Articles			All Goals	13	1	
Sub-Total Project Activity				179		9	
Outreach (Events & Marketing)							
		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed?
1	Events-Workshops: Saturday Market, Other (includes set-up & pr			6, 7	63	3	
2	Facebook (assist in creation of posts)			All Goals	20	1	
3	ODA			1, 2, 3, 4	21	1	
Sub-Total Outreach				104		5	
Education							
		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed?
Sub-Total Education				0		0	

Program Activities							
		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed?
1	MES: Connect with area Landscapers/Gardeners,	1, 4, 6, 7	62		3	50	
	Advertise with flyers, mailings, posts on web, FB, CCTV Com.Billbo						
Sub-Total Program Activities			62		3		
TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACTIVITIES			2080		100		
Employee Goals for Fiscal Year							
1	Continue update of Resources Catalog & Resources Source Catalog		30	Incorporated in above Totals			
2	Purge Computer & File Cabinets of old/obsolete mats		30	Incorporated in above Totals			
3	Work w/Staff to update & Create New Vinyl Banners and other Display Items (for long term use)		10	Incorporated in above Totals			
4	Research & Acquire New Info Mats to replace old/outdated (Staff approved)		20	Incorporated in above Totals			
5	Once New District Logo, Colors, Fonts are defined, assist in update of District materials/brochures		30	Incorporated in above Totals			
6	Continue to assist staff with advertising and outreach projects; and increase ways to advertise		30	Incorporated in above Totals			

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: 7/1/19 6/30/20			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)		129.6	6.9	
4	Sick Leave (7.2 hours/month)		86.4	4.6	
	Other				
Sub-Total Personal Time			304	16.2	

Ongoing Activities

Priority	Activity/Task		Anticipated # of Hours	% of Time	Quantity
1	Administration: Maintain files, annual meeting; assist with interviewing and hiring employees; answer phone	7	80	4.3	
2	Coordinate annual native plant sale (see hours below)	1,3,4,5,6,7			
3	Attend Staff meetings	7	36	1.9	12
4	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	7	16	0.9	3
Sub-Total Ongoing Activity			132	7.1	

Project or Program Activities

Priority	Activity/Task		Anticipated # of Hours	% of Time	Quantity
Native Plant Sale					
1	coordinate volunteers and staff at plant sale	6,7	30	1.6	
2	Work with vendors to order and secure plant material; work with Bauman's to secure venue	5,7	30	1.6	
3	Develop plant list and create documents for the plant sale: advertising flyers, handouts, newsletter articles, etc.	1,3,4,5,6	30	1.6	6
4	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	36	1.9	
5	set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7	36	1.9	
6	create/organize labels and signage for plants	5,6,7	8	0.4	
Subtotal: Native Plant Sale			140	7.5	

	Native Plant Program					
1	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	64	3.4		
2	develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations	1,2,3,4,5,6,7	24	1.3	3	
3	Develop materials and outreach to promote oak and prairie habitat conservation. Work with local partners. Attend trainings and meetings related to oak conservation (CPOP conference every other year)	5,6,7	72	3.8		
4	Attend trainings related to native plants	1,2,3,4,5	24	1.3		
5	collect and organize photos and herbarium specimens	5,7	8	0.4		
	Subtotal: Native Plant Program		192	10.3		
	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	140	7.5		
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.	1,3,4,5,6,7	40	2.1		
3	develop newsletter articles, presentations and other informational documents related to invasive plants	1,3,4,5,6,7	40	2.1	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	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	10	0.5		
	collect and organize photos and herbarium specimens	5,7	8	0.4		
	Subtotal: Invasive Plant Program		262	14.0		
	Invasive Plant Surveys					
1	OSWB Grant: Partner with NSWC to carry out grant for ludwigia surveys and treatment: participate in planning, surveys, landowner outreach, treatment activities	5,6,7	100	5.3		
2	Assist NSWC with OSWB application and project planning for phase 2 of the Ludwigia survey and treatment project along the North Santiam River.	5,6,7	64	3.4		
3	Maintain and update GPS equipment for survey use	5,7	10	0.5		
	Subtotal: Invasive Plant Surveys		174	9.3		
	Backyard Habitat					
1	Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape to landowners and Master Gardeners	1,2,3,4,5,6,7	40	2.1		
2	Contact local retail nurseries about carrying native plants	5,6,7	40	2.1		
3	Attend trainings related to backyard habitat/Urban habitat/ecology conservation	1,2,3,4,5,6,7	16	0.9	2	
	Subtotal: Backyard Habitat		56	3.0		

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 activities related to specific programs is accounted for within that program above.	1,3,4,5,6,7	36	1.9	6	
2	Assist 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	56	3.0	6	
3	assist with coordination and attending outreach events: Saturday market, Earth Day, etc	1,3,4,5,6,7	24	1.3	3	
	Assist with organizing and hosting 3 urban workshops	1,3,4,5,6,7	24	1.3	3	
Subtotal: Education and Outreach			140	7.5		
LAP-Technical Assistance/Conservation Planning						
1	Provide LAP support and technical assistance for planning staff; conduct site visits, create maps, site visit write ups; write specs for projects; support for ODA focus area	1,2,3,4,5,6,7	184	9.8		
2	update and input client data into CATS database	1,2,3,4,5,6	100	5.3		
3	Provide GIS support for staff	1,2,3,4,5,6,7	24	1.3		
4	Attend weekly tech meetings	1,2,3,4,5	100	5.3	10	
5	Manage GIS Data	1,2,3,4,5,6	16	0.9		
6	continue to research partnering options and opportunities for ArcCollector/ArcGIS Online accounts	1,2,3,4,5	16	0.9		
7	Take training courses for ArcGIS online	1,2,3,4,5	24	1.3	4	
Subtotal: Lap Assistance/Conservation Planning			464	24.8		
Sub-Total Project Activity			1428	76.3		
Sub-Total Ongoing Activity			140	7.5		
TOTALS FROM ONGOING AND PROJECT ACTIVITIES			1568	83.8		
TOTALS FROM PERSONAL TIME			304	16.2		
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	Develop materials to promote oak and prairie habitat conservation					
4	Stay more current on CATS entries					
5	Take a leadership or project management course/training					

MARION SWCD EMPLOYEE WORK PLAN

Name: Meredith J Hoffman								
Position: Conservation Planner & Water Quality 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:				7/1/19	6/30/20	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			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)				8			
3	Annual Leave				96			
4	Sick Leave				96			
	Other- unpaid leave as needed				80			
	Sub-Total Personal Time				360		17.3%	
Ongoing Activities								
Priority	Activity/Task							
1	Creation, development of project plans/ Con Plans			1 thru 5	225			20
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	105			
4	Support and evaluate past projects			1 thru 5	40			5
5	Technical Partnership building/WQ Mtgs			1 thru 5	40			
7	ODA: WQ mapping 1st and 8th quarters			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	Manure Mngmt & other Small farmer meetings			1 thru 5	32			3
19								
20								
21								
22								
23								
24								
25								
	Sub-Total Ongoing Activity				1189		57.2%	

Project or Program Activities							
Priority	Activity/Task						
1	District Conservation Programs: LAP	1,2,3,4,5	266				
2	District Conservation Programs: SPG	1,2,3,4,5	20				
3	Conservation Programs: OWEB & CREP	1,2,3,4,5	20				
4	Program/Project Lead New project Soil Your Undies	6	25				
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	Increase my awareness of conservation issues in MC						
4	Improve knowledge of Ag WQ management & soils						
5	Inc. understanding of MC Land use,policies, permits, rights						
6	Get DrainageEngineering Information documented						
7	Increase understanding of other agency programs						
8	Improve data management and learn CATS program						
9							
10							

MARION SWCD EMPLOYEE WORK PLAN 2019-2020

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)	8	80	3.85%	10	
	Floater Day (Employee works more than 20 hrs per wk)	8	8	0.38%	1	
	Annual Leave	8	96	4.62%	12	
	Sick Leave	8	96	4.62%	12	
	Other	8	0	0.00%		
	Sub-Total Personal Time		280	13.46%		
Ongoing Activities						
Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
1	Administration: Maintain files; annual meeting; check email; answer phone	8	60	2.88%		
2	Attend trainings not related to specific topic below, ie. computer, first aid, etc.	8	12	0.58%		
1	Attend staff meetings	8	36	1.73%	12	
	Subtotal: Ongoing Activity		108	5.19%		
Project or Program Activities						
Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
	Technical and Grant Assistance and Conservation Planning					
1	Technical Assistance; conduct site visits and provide phone and email technical assistance; assist landowners and partners with projects, plans, and other conservation concerns	1,3,4,5,6,7	276	13.27%		
1	LAP, SPG, and OWEB grant support; provide project development and grant writing assistance; oversee project installation; provide project reports	1,3,4,5,6	140	6.73%		
2	Assist staff, partners, and landowners with invasive and native plant identification, reporting, data collection, education and outreach materials development and the native plant sale	5,6,7	50	2.40%		
2	Update and input client data into CATS database	6,8	30	1.44%		
2	Provide GIS support for staff	6,8	20	0.96%		
3	Attend weekly tech meetings	6,8	100	4.81%	52	
	Subtotal: LAP & SPG Assistance/Conservation Planning		616	29.62%		
	North Santiam Watershed Council Project Coordination					
1	Technical Assistance; conduct site visits and provide phone and email technical assistance to landowners, council members, partners, and the public	1,3,4,5,6,7	250	12.02%		
1	Grant support; provide project development and grantwriting assistance; oversee project implementation; monitor effectiveness; create project reports	1,3,4,5,6	300	14.42%		
2	Support community outreach projects; develop classes, find speakers, develop outreach materials, and report outcomes	7	180	8.65%		
3	Provide GIS support for the work of the council	6,8	56	2.69%		
	Subtotal: North Santiam Watershed Council		786	37.79%		
	Diversity, Equity, and Inclusion Planning					
1	DEI training, education, and research	6	120	5.77%		
1	Develop organizational (in-facing) DEI Plan, including education for staff and directors	6	60	2.88%	1	
1	Develop community (out-facing) DEI Plan to better serve our diverse community	6	80	3.85%	1	
2	Develop program reports	6,8	30	1.44%	1	
	Subtotal: Diversity, Equity, and Inclusion Planning		290	13.94%		
	Sub-Total Program and Project Activity		906	43.56%		
	Subtotal from North Santiam Watershed Council		786	37.79%		
	Sub-Total Ongoing Activity		108	5.19%		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		1800	86.54%		
	TOTALS FROM PERSONAL TIME		280	13.46%		
	TOTAL TIME		2080	100.00%		
Employee Goals for Fiscal Year 2019-2020						
1	Improve my understanding and knowledge of riparian ecosystem functions to better serve the community by participating in classes, workshops, and trainings.					
2	Strategize ways for the district to better serve our community by developing a plan focused on Diversity, Equity, and Inclusion of under-represented populations.					
3	Increase my work capacity through improved organization.					
4	Build connections within the district and work to increase district and council outreach through partnerships.					
5	Increase my number of funded LAP (and other grant) projects during the 2019-2020 fiscal year by encouraging landowner participation and building trust.					

MARION SWCD WORK PLAN

2019-2020

Name: Susan Ortiz							
Position: Programs Assistant / Grants - Contracts 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	2080
Work Period:			7/1/19	6/30/20	Total Anticipated Number of Hours		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 (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	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			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	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%		
4	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%		
5	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%		
6					0.0%		
Sub-Total Project Activity			1138	114	54.7%		
TOTALS FROM ONGOING AND PROJECT ACTIVITIES			1752	114	84.2%		
Employee Goals for Fiscal Year							
1	Assista Tech Staff to more fully utilize CATS for new clients, project development, update archive client information to include past grants						
2	Grants Management Platform - research effective programs for the goal of implementing in 2020. Platform will provide a Grant tracking database to track and accept applications for our internal grants (LAP, SPG, CLEAR						
3							
4							
5							
6							