

Hispanic Emphasis Program Managers FY 2005 Business Plan

Objective: *Recruitment*

Goal 1:

Assist NRCS with the recruitment of Hispanics in all disciplines.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Facilitate the hiring of 2 full time permanent employees. One male and one female professional employee.	10/04	9/05	State HEPM's		
Contact Hispanic Serving Institute (HIS) with the purpose of informing of positions available in your states.	10/04	9/05	National HEPM, State HEPM's		
Attend 2 college job fairs in your state with the assistance of HR and other SEPMS.	10/04	9/05	State HEPM		
Network students available for hire in all disciplines to other states.	10/04	9/05	National HEPM, State HEPM's		
Support and attend National recruitment opportunities.	10/04	9/05	National HEPM, State HEPM's		

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Objective: *Retention*

Goal 2:

Facilitate the retention of Hispanic employees in your state between HR, Leadership, and the Civil Rights Action Committee.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Introduce yourself to new Hispanic Employees in your state and make them aware of the Mentor Program.	10/04	9/05	State HEPM's		
Be a part of the welcoming meeting for all summer interns.	10/04	6/05	State HEPM's		
Work on housing assistance for summer trainees. Contact other states for ideas on how it works in their states to promote to your leadership.	10/04	9/05	State HEPM's		
Assist with training needs for employees. ie. Attendance for NOPHNRCS training conference or other such conferences and training opportunities.	10/04	9/05	State HEPM's, Supervisors		

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Objective: *Promotion Opportunities*

Goal 3:
Assist Employees with Promotion Opportunities

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Establish a one month detail for a Hispanic to the National Civil Rights Division.	10/04	9/05	National HEPM		
Provide KSA training.	10/04	9/05	National HEPM, State HEPM's		
Ensure that Hispanic Employees are nominated for performance awards.	10/04	9/05	State HEPM's		
Assist with reviewing vacancy application packages.	10/04	9/05	National HEPM, State HEPM's		

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Objective: Training

Goal 4:

Develop and provide training to HEPM's on roles, responsibilities, civil rights and ethics.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Plan and attend annual HEPM training.	10/04	9/05	National HEPM, State HEPM's		
Attend one NEDC course.	10/04	9/05	State HEPM's		
Provide training to Field Office staff on civil rights issues concerning the Hispanic Emphasis Program.	10/04	9/05	State HEPM's		
Assist with 2 National Compliance Reviews.	10/04	9/05	National HEPM		
Assist with Compliance reviews in your state.	10/04	9/05	State HEPM's		
Plan and prepare for 2005 National SEPM training.	10/04	4/05	National HEPM		
Assist and support other SEPM programs.	10/04	9/05	National HEPM, State HEPM's		

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Objective: *Outreach*

Goal 5:

Increase awareness of NRCS programs and keep employees informed of Hispanic issues.

Action Item	Start Date	End Date	Responsibility	Percent Complete	Comments
Organize Hispanic Heritage Month activities and information	10/04	9/05	National HEPM, State HEPM's		
Distribute new and approved translations pertaining to NRCS goals.	10/04	9/05	National HEPM, State HEPM's		
Create and maintain HEPM web page.	10/04	9/05	National HEPM, State HEPM's		
Maintain a list of successful Limited Resource Producers.	10/04	9/05	State HEPM's		
Analyze Performance Reporting System data to determine if Hispanics are being underrepresented.	10/04	9/05	State HEPM's		