



Position Description Questionnaire

Agency use only	DAS-HRE use only
M-5#: 32-1592	PDQ#: 2019-1282
<input type="checkbox"/> New position	Job class title: <u>Public Service Executive</u>
<input type="checkbox"/> Update only	18-digit position #: <u>009-G41-2110-00787-001</u>
<input type="checkbox"/> Review requested by employee	Reviewed by: <u>Kristy Emmons</u>
<input checked="" type="checkbox"/> Review requested by appointing authority	Effective date: <u>2/1/2019</u>
<input type="checkbox"/> Response to DAS-HRE request	

Position information

<input checked="" type="checkbox"/> Currently vacant position
<input type="checkbox"/> Currently filled position
Current 18-digit position #: <u>009-G41-2110-15301-001</u>
Current job class title: <u>Deputy Assistant</u>
Department, division, bureau, section: <u>Dept of Agriculture and Land Stewardship/Division of Soil Conservation and Water Quality</u>
Work address: <u>Wallace Building, 502 E 9th St, Des Moines, IA 50319</u>
Hours worked (shifts, rotations, travel): <u>8:00 am to 4:30 pm, with evening and weekend hours plus travel</u>
<input checked="" type="checkbox"/> Full-time (40 hours per week)
<input type="checkbox"/> Part-time
Have the duties changed since this position was last reviewed for a classification decision?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Classification requested (optional): <u>Public Service Executive</u>
Name of immediate supervisor: <u>Mike Naig</u>
Job class of immediate supervisor: <u>Secretary of Agriculture</u>

% of time	New duty = X	Description of work
30	<input type="checkbox"/>	Provide overall supervisory management of the Division of Soil Conservation and Water Quality within the Department of Agriculture and Land Stewardship. Supervise and evaluate the work of Division management and staff, including oversight of the Mines and Minerals Bureau, Water Resources Bureau, Field Services Bureau and the Water Quality Initiative. Provide guidance for Division functions, structure and staffing levels. Understand and advise on all Division programs. Assure that the Department is in compliance with cooperative agreements and/or grants that the Division administers with public or private entities.
30	<input type="checkbox"/>	Develop and foster relationships with partner organizations and Soil Conservation Commissioners. Serve on boards, commissions and committees as necessary to represent the Department and as directed by the Secretary of Agriculture. Provide leadership and guidance to the State Soil Conservation and Water Quality Committee and Conservation Districts of Iowa (CDI).
30	<input checked="" type="checkbox"/>	Develop and implement a long-term strategy for Division programs, processes and structure, in close conjunction with the Secretary of Agriculture. Help lead implementation of the Iowa Water Quality Initiative and the implementation of SF512. Collaborate with the State Soil Conservation and Water Quality Committee, Conservation Districts of Iowa and the Secretary of Agriculture regarding budget requests. Review proposed legislation and regulations; recommend policy and administrative rule changes affecting soil conservation and water quality programs.

% of time	New duty = X	Description of work	Add/ remove row
10	<input type="checkbox"/>	Ensure personnel practices, including hiring, firing, promotions, reclassifications, leaves of absence, work schedules and assignments, performance reviews and recognition, training, staff development and exit interviews are conducted in accordance with departmental policy, contractual language and DAS/HRE processes and rules.	
100	←TOTAL MUST EQUAL 100%		
Is this position considered to be supervisory?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
What positions does this position supervise?			
Job class titles supervised (one per line)			# of employees
Administrator Assistant 2			1
Public Service Manager 1			3
Executive Officer 3			1
Executive Officer 2			1
Direct reports:			
Names of direct report supervisors (one per line)			# of employees
Jake Hansen - Public Service Manager 1			9
Vince Sitzmann - Public Service Manager 1			9
Susan Kozak - Public Service Manager 1			7
Does this position participate in the hiring process?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Regularly serves on an interview committee that selects employees with little or no review by a higher-level supervisor.			
<input checked="" type="checkbox"/> Regularly interviews and recommends applicants to a higher supervisor, who selects the employees this position will supervise.			
Does this position do the following? (check all that apply)			
<input checked="" type="checkbox"/> Sign performance evaluations for employees supervised as the first line supervisor?			
<input type="checkbox"/> Determine final performance evaluation ratings for employees supervised?			
Does this position have authority to do the following? (check all that apply)			
<input type="checkbox"/> Call in off-duty employees when area is understaffed?			
<input type="checkbox"/> Approve/require overtime?			
<input checked="" type="checkbox"/> Approve/deny leave? (e.g., vacation or sick leave)			
<input checked="" type="checkbox"/> Change work assignments of direct reports and distribute work as staffing needs require?			
Is a higher-level supervisor available to help this position with non-routine decision making?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List the name and job class title: <u>Mike Naig, Secretary of Agriculture</u>			
Functional program areas supervised:			
Functional area supervised (one per line)			Budget (in dollars)
Water Quality Initiative			\$10,500,000
Mines and Minerals Bureau			\$4,049,200
Water Resources Bureau			\$1,057,039

Field Services Bureau	\$8,119,458
Senate File 512 (note: budget listed is for FY19, but increases to \$4M in FY20 and \$15M FY21-29)	\$2,000,000
Conservation Reserve and Enhancement -- EFF	\$1,000,000
Watershed Protection Fund -- EFF	\$900,000
Soil and Water Conservation -- EFF	\$3,800,000
Conservation Reserve Program -- EFF	\$900,000
Cost Share -- EFF	\$8,325,000
Ag Drainage Wells	\$1,875,000

Why are you requesting that this position be reviewed?

Since this position was last reviewed, the Iowa Water Quality Initiative has been introduced. This position provides oversight of this \$10.5 million annual program, and the staff, contractors and programs associated with it. The legislature also passed SF512 in 2018, which provides nearly \$270 million in water quality funding through 2029. This position will help direct and oversee the use of these funds and the programs associated with them. This position will also advise the Secretary of Agriculture on the Gulf of Mexico Hypoxia task force and the Water Resources Coordinating Council (WRCC), along with managing relationships with outside soil conservation and water quality partners in the public and private sectors.

Employee signature

- I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete.
- The questionnaire was completed by agency management. I have read the form and have been provided a copy.

Typed signature: *Do not print and sign - type your signature or apply digital ID to sign* _____ Date: _____

Supervisor review

In your opinion, is any information on this form incorrect or are clarifications needed?

No

Describe the origin of any new duties. (i.e., duties marked with an "X" in the description of work)

New programs adopted by the Iowa legislature

How long have the new duties been performed by this position? (Enter N/A if not applicable)

Water Quality Initiative - 2013; SF512 - 2018

Where were the new duties performed prior to being assigned to this position? (Enter N/A if not applicable)

N/A

Do any other positions perform the same or similar work for your agency (at any work location, facility, institution, etc.)?

- Yes No Unknown

What is the basic purpose of this position?

Provides overall supervisory management of the Division of Soil Conservation and Water Quality within the Iowa Department of Agriculture and Land Stewardship. Determines and develops Division strategy and policy in close conjunction with the Secretary of Agriculture; provides leadership for the State Soil Conservation and Water Quality Committee (SSCWQC) advisory board; performs related work, as required.

Essential functions (one per line)

Administer Iowa's programs to promote soil conservation and water quality

Provide leadership to the State Soil Conservation and Water Quality Committee

Direct and administer the operations of the Division of Soil Conservation and Water Quality

Special requirements (if applicable):

Selective certifications (if applicable):

Is this position currently excluded from the merit system or are you requesting review to determine coverage or exclusion from the merit system provisions of Iowa Code Chapter 8A?

Yes No

Why do you believe the position is exempt from merit system?

This position serves as Division Director and has knowledge of confidential departmental information.

DAS-Labor and Legal Services comments and signature

LLS use only-to be completed after PDQ is submitted to DAS-HRE

Merit

Covered Exempt

Comments: Per Iowa Code section 8A.412(15)

LLS signature: Jeff Edgar

Digitally signed by Jeff Edgar
Date: 2019.02.01 11:54:57 -0600'

Does the position perform work involving information technology (IT)? (Assigned IT duties, supervises IT staff, works in IT unit)

Yes No

Supervisor comments and signature

Support request Do not support request

Comments:

Typed signature: *Do not print and sign - type your signature or apply digital ID to sign* Date:

Appointing authority comments and signature

Support request Do not support request

Comments:

Typed signature: Mike Naig Date: 1-23-19