

USDA – NRCS

South Carolina

# Black Emphasis Program

2010

Plan of Work

**Submitted by-**

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**Black Emphasis Program Manager**

An Equal Opportunity Provider and Employer

## **Purpose**

The Black Emphasis Program (BEP) is designed to emphasize issues such as employment, promotion, training, and career enhancement affecting African American employees and applicants in NRCS. The Program is organized under the Affirmative Employment and Compliance Branch of the Civil Rights Division.

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## **Policy**

It is the NRCS policy to conduct a positive and continuing BEP that provides equal employment opportunity for African Americans in all personnel management policies and practices, as well as in NRCS-sponsored programs and activities.

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## **Responsibilities**

To identify barriers, devise solutions, and provide recommendations that management can implement to promote equal employment opportunity among the targeted group. The focus is on recruitment, selection, and promotion to ensure a diverse workforce.

To educate everyone on the history, legacy, and barriers of the special emphasis group and to celebrate the history and the progress that has been made.

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## **Program Objectives**

- Support the mission of the Black Emphasis Program (BEP) at State, Regional, and National levels
- Assist management with its plan to enhance employee diversity through recruitment
- Celebrate Black History Month and communicate an awareness of the BEP among all employees within the state
- Assist management in its responsibilities to address employment and employee concerns

## **OBJECTIVE I:**

### **Support the mission of the Black Emphasis Program (BEP) at State, Regional, and National levels**

The Black Emphasis Program Manager (BEPM) serves as a representative for the concerns of African American employees in the areas of employment and advancement.

In order to carry out its mission, it is necessary for the BEPM to be fully knowledgeable about the BEP and the role of the program manager. This can be accomplished through training, networking with fellow program managers, and participation in meetings and conferences.

<b>Activities</b>	<b>Begin</b>	<b>End</b>
1. Serve on the South Carolina Civil Rights Advisory Committee; review and assist in updating its Plan of Work as needed		
2. Participate in national BEPM teleconferences		
3. Assist in conducting Civil Rights reviews of field offices		
4. Write an annual Plan of Work for the BEP		
5. Attend the National Organization for Professional Black NRCS Employees (NOPBNRCSE) conference		
6. Attend the joint training conference for Special Emphasis Program Managers		
7. Participate in other BEP/CR related training opportunities		

### **Desired Outcome**

To manage an affirmative employment program that is effective and beneficial.

## **OBJECTIVE II:**

### **Assist the State Leadership Team with its plan to enhance diversity through recruitment**

A goal of NRCS is to achieve and maintain a diverse workforce. Recruiting is an avenue to help attract a diverse group of potential applicants to fill vacancies. The Black Emphasis Program Manager can assist with this by recruiting at schools and functions that support careers for minorities in agriculture and natural resources.

<b>Activities</b>	<b>Begin</b>	<b>End</b>
1. Identify recruitment resources, such as career fairs, and assist in the recruitment of student interns and new hires		
2. Maintain a database of qualified minority students and potential applicants who can fill vacancies as openings occur; provide management with student resumes		
3. Distribute information on careers with NRCS to schools, organizations, and groups with a predominately African American presence		
5. Track progress in the recruitment, promotion, and the retention of minorities with NRCS in SC		

### **Desired Outcome**

Maintain a diverse workforce for the agency and within the state.

### **OBJECTIVE III:**

#### **Communicate an awareness of the Black Emphasis Program and emphasize accomplishments of minorities in agriculture**

Part of the success of the Black Emphasis Program in meeting its goals is to ensure that employees are aware that such a program exists and of the purpose for its establishment.

<b>Activities</b>	<b>Begin</b>	<b>End</b>
1. Establish an awareness of the BEP through emails, memoranda, current events, or other appropriate means		
2. Promote the observance of Black History Month to all employees about the history of African Americans in this country; distribute the 2010 Black History Month poster to field offices		
4. Provide guidance to new employees on assistance available through the special emphasis program		
5. Circulate issues of Minority Farmer Magazine, a publication that features minorities in agriculture		
6. Participate in meetings and conferences related to the BEP/CR		

#### **Desired Outcome**

To make employees aware of the purpose and objectives of the BEP and to communicate activities to all employees.

**OBJECTIVE IV:**

**Assist management in its responsibility to address employment and employee concerns**

Cooperate with management as needed for assistance in addressing employment or sensitive employee issues.

<b>Activities</b>	<b>Begin</b>	<b>End</b>
1. Assist management in identifying employment problems and developing solutions		
2. Meet with management as a representative for employees in special emphasis group on sensitive issues and concerns		

**Desired Outcome**

Serve as a link to communicate employment/employee concerns to management and assist management in developing solutions.