

§ 371.10

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§ 371.10 Recruitment and Development.

The units of Career Systems and Recruitment; Management, Technical Training, and Development; Professional Development Center, and Professional Development Coordination and Training, under the administrative direction of the Administrator and the functional and technical direction of the Director, R&D, are responsible for:

(a) *Career Systems and Recruitment.* (1) Formulating and recommending recruitment and career development policies and procedures consistent with APHIS's overall personnel policies.

(2) Identifying recruitment needs, intermediate and long-range, and forecasting needs for specialized occupational expertise.

(3) Developing and maintaining a database to identify appropriate external sources of personnel and expertise.

(4) Developing strategies and plans for recruitment.

(5) Conducting recruitment activities independently and with program personnel.

(6) Establishing and maintaining a system for evaluating the recruitment process and its results.

(7) Identifying and developing options within APHIS for career movement.

(8) Devising mechanisms for enabling employees to choose and pursue alternative career paths.

(b) *Management, technical training, and development.* (1) Developing and recommending supervisory and management development programs.

(2) Developing and managing selection processes for entry to supervisory and management development programs.

(3) Designing, developing, and delivering, or arranging for delivery of training and development experience for all employees.

(4) Working with senior executives to identify and carry out opportunities for growth in leadership skills.

(5) Developing and administering a system for evaluating the effectiveness of participant selections and programs.

(6) Recommending improvement of management practices to promote and enhance the payoff of management training and development.

(c) *Professional Development Center.* (1) Designing, processing, and working with supervisors and managers to implement processes to identify training and development needs of employees carrying out plant health programs and related biological support activities.

(2) Designing and developing instructional programs for employees engaged in carrying out plant health programs, nationally and internationally.

(3) Delivering and arranging for others to deliver courses and developmental assignments, and evaluating those programs to determine their effectiveness and any need for change.

(4) Developing and keeping up-to-date operational models for use in training programs and by line program personnel.

(d) *Professional Development Coordination and Planning.* (1) Developing the basic concepts, procedures, guidelines, and models for packaging a complete scientific instructional course.

(2) Working with universities and professional education organizations to provide development opportunities for technical and professional employees.

(3) Identifying and evaluating employee development needs of technical and professional employees.

(4) Designing, developing, and delivering courses and seminars to prepare employees to effectively carry out animal health and animal care programs.

(5) Developing and maintaining an automated job information and skill/interest bank system.

(6) Revising and updating the veterinary accreditation education model as required.

§ 371.11 Legislative and Public Affairs.

The units of Public Information, Executive Correspondence, Legislative Services, and Media Services, under the administrative direction of the Administrator and the functional and technical direction of the Director, LPA, are responsible for:

(a) *Public information.* (1) Providing leadership in planning, developing, and implementing information programs for animal health, veterinary biologics, animal welfare, biotechnology, animal damage control, plant protection and agricultural quarantine inspection, and