

## What is Workload Management Analysis?

The workload management analysis (WLMA) is a process that provides a structured analysis for determining future partnership priorities, workforce availability, and workforce needed at field service centers to protect our natural resources. The WLMA process benefits the entire conservation partnership. Soil and Water Conservation Districts (SWCDs), state and local conservation agencies, Resource Conservation and Development (RC&D) councils, and volunteers are all included in the natural resource priority setting and workforce projections. WLMA ensures that the right people are in the right place, doing the right job at the right time.

## How can managers use WLMA?

WLMA can provide answers to key questions.

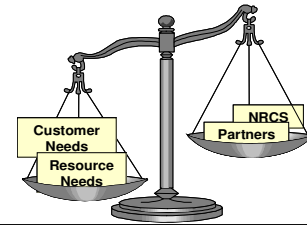
- ✓ Are there potential natural resource issues or program initiatives that might impact budgets?
- ✓ What disciplines will be necessary to meet future resource needs, and where is there shortfall or surplus staff?
- ✓ What are priority natural resource issues for our location?

State NRCS managers can use the process to analyze various budget and priority scenarios. Managers can also project future field office workload and field office staffing using historical information on staffing and budgets, and projected inflation rates. WLMA helps managers to identify and plan for conservation activities that will and will not be accomplished given budget constraints. New initiatives to address the total conservation need can be analyzed to determine their impacts on resource concerns in local Soil and Water Conservation Districts (SWCD). Local partners will be able to document unmet resource concerns within their districts and seek solutions.

WLMA provides key linkages to the NRCS accountability system. Through its ties to the workload analysis, managers have an accurate

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*WLMA works toward a balance between customer and natural resource needs and total available workforce.*

picture of the total conservation need and projected fiscal year workload.

## The WLMA Process

- Step one** - Identify future staffing levels using past staffing levels, projected inflation rates, and estimated budget changes.
- Step two** - Identify future NRCS staffing by organizational structure. What is an adequate support ratio to ensure productive field staff?
- Step three** - Estimate future field staff necessary to meet the total conservation need. How much of the total conservation need can be addressed with projected staff?
- Step four** - Work with partnership to identify the priority resource needs and concerns.
- Step five** - Allocate current available staff years to key conservation activities and products, called core work products (CWPs).
- Step six** - Software develops projection of available conservation partnership staff based on priorities.
- Step seven** - Managers allocate field staff to address conservation partnership priorities.
- Step eight** - Review position descriptions and classifications to ensure that experience matches conservation needs.
- Step nine** - Determine detailed future field staffing plan by discipline, grade and location.
- Step ten** - Partnership develops plans to address unmet conservation needs.

## Where to get more information on WLMA?

For more information about workload management analysis, contact the Operations Management and Oversight Division at (202) 720-8388.