

**ADMINISTRATIVE PROCEDURES**

|  |  |
| --- | --- |
| **10.33 Resource Specialist Mentor Program** | **Revised: November 1, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by A&M System Regulation [31.01.01](http://policies.tamus.edu/31-01-01.pdf) *Compensation Administration*.

2. BASIS

The purpose of the Resource Specialist Mentor Program is to facilitate the transfer of institutional knowledge and practical experience from experienced employees to new or less-experienced employees. The mentors assume leadership responsibilities which include providing guidance, training and task supervision. The mentors supplement and support the employees’ regular supervisors.

3. ELIGIBLE DEPARTMENTS

The Resource Specialist Mentor Program is specifically designed for the district offices and the task forces in the Field Operations Department.

4. MENTOR PROGRAM ADMINISTRATION

4.1 The Mentor Advisory Group (MAG) oversees the Resource Specialist Mentor Program. Members of the MAG are appointed by the Field Operations Department Head.

4.2 The Regional Operations Chiefs are responsible for program operation and measurement in their respective region, with guidance and advisement from the MAG.

4.3 Program success will be measured through assessments tailored to the specific needs of the respective region, with guidance and advisement from the MAG.

4.4 The MAG reports to the Program Leader Committee.

5. MENTOR ELIGIBILITY

5.1 Eligibility is limited to employees who are resource specialists in the eligible departments or former resource specialists who are employed as law enforcement investigators in the Law Enforcement Department.

5.2 The resource specialist must be qualified to perform mentor responsibilities. Minimum qualifications are:

1. Minimum 5 years tenure with the agency.
2. Meets or exceeds expectations on last 3 performance evaluations.
3. Demonstrate core values of professionalism, initiative, integrity and service minded.
4. Safety minded and served as a fire line leader.
5. Support by chain of command for appointment.
6. Able to maintain the respect at all levels of the chain of command.

6. MENTOR RESPONSIBILITIES

6.1 The mentor is a more experienced or knowledgeable person who helps guide a less experienced person. The mentor fills a critical role in professional development of our newest employees, including:

1. Grooming younger employees into professional firefighters and forest management technicians, and overall more successful employees.
2. Fostering agency core values.
3. Identifying and conducting training for the specific needs of mentees.
4. Completing quarterly reports for each mentee, focusing on accomplishments, performance, progress, and training needs.
5. Submitting the quarterly reports to the applicable supervisor and Regional Operations Chief.

7. SUPERVISOR RESPONSIBILITIES

7.1 First line supervisors are responsible for:

1. Scheduling and coordinating assessments.
2. Ensuring their mentors are meeting or exceeding the minimum standards for goals (number of fire reviews, fire field exercises, proficiency checks, and readiness checks accomplished annually).
3. Supporting mentors with all mentoring activities.
4. Prioritizing workload to ensure the mentors have sufficient time to perform mentoring duties.
5. Fulfilling the role of mentor, if no mentor has been assigned to the taskforce or district.

8. SALARY SUPPLEMENT

An employee selected to serve as a mentor in the Resource Specialist Mentor Program will receive a $1 per hour temporary salary adjustment while serving in the program. If the mentor also serves the dual role of lead resource specialist, they are limited to one temporary salary adjustment of $1 per hour.

9. APPOINTMENT PROCESS

9.1 The appointment of a mentor under this program will be based on operational needs of the department. Recommendations for appointment will be accompanied by documentation of qualifications and the program or operational need.

9.2 The Field Operations Department Head will review the recommendations and ensure administrative approval is received from the Division Chief Operating Officer and AgriLife Human Resources Manager prior to routing the request to the Associate Director for Resource Protection for approval. A Form 500 Personnel/Budget Action will be initiated for the temporary salary increase.

9.3 The Field Operations Department Head will review each mentor annually for re-appointment.

10. TERMINATION OF SALARY SUPPLEMENT

When an employee stops serving as a mentor, the Filed Operations Department Head will initiate a Form 500 Personnel/Budget Action to remove the temporary salary adjustment.

CONTACT: [Associate Director for Finance and Administration](mailto:rdewitt@tfs.tamu.edu), (979) 458-7301