

Dirt Gravel and Low
Volume Road Program

DGLVR New Hire Guide

WEBINAR

2/29/24

Starts 9am

**HELP
WANTED**
DGLVR Tech

CDGRS

Steve Bloser

smb201@psu.edu

Tim Ziegler

tmz115@psu.edu

SCC

Sherri Law

shlaw@pa.gov

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer (or click “join audio”), and options can be accessed in the “audio options” button on the bottom left. If your computer audio is not working, you can listen on your phone by dialing 312-626-6799.



DGLVR New Hire Guide

Purpose

Provide an overview of the “new” New-hire Guide for DGLVR technicians.

Ask for feedback to improve the guide.



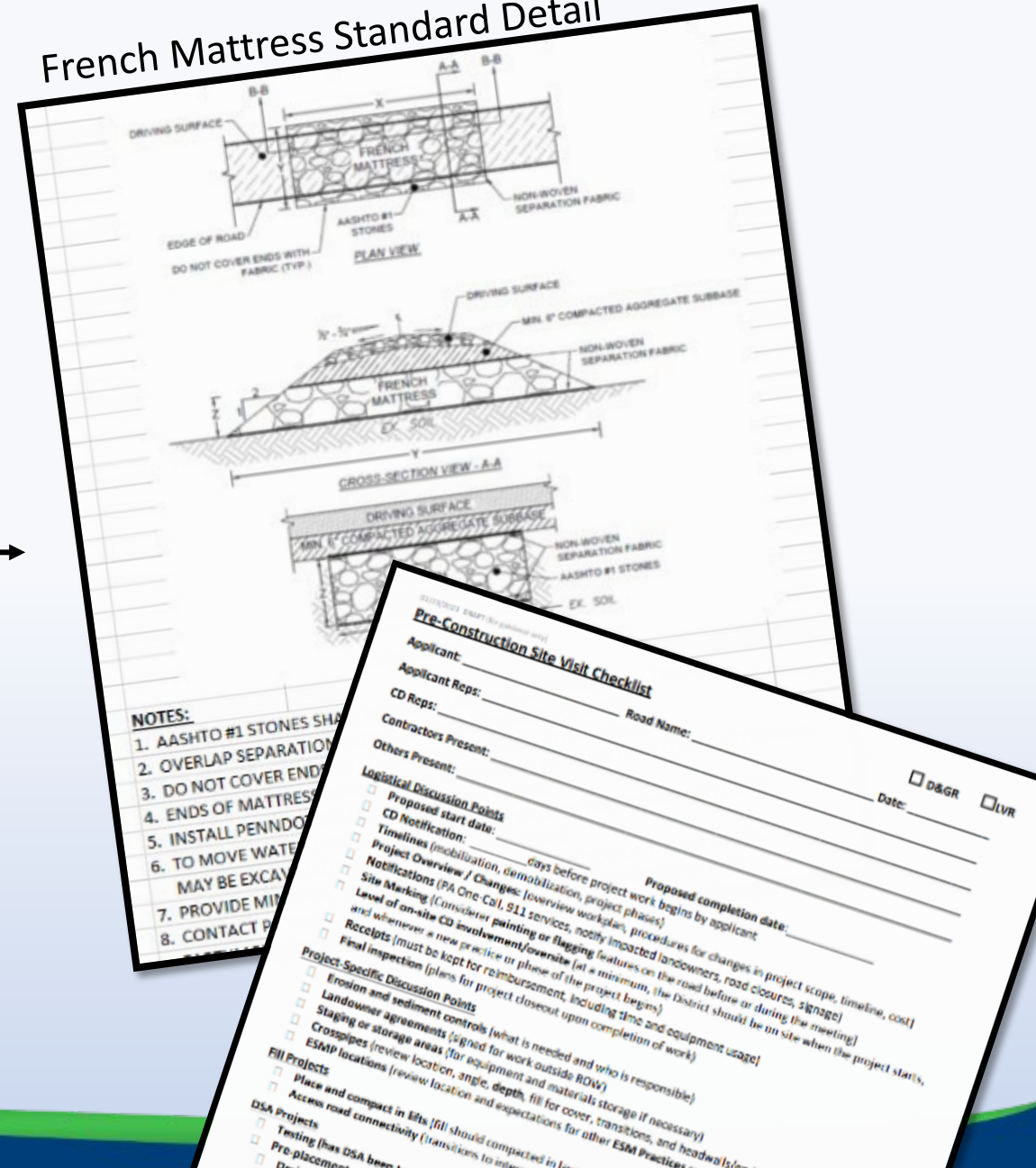
New Hire Guide

- **Audience:** new DGLVR tech at CD
- **Why:**
 - Turnover is a constant issue.
 - Trainings not always convenient.
 - Admin manual and website can be overwhelming.
 - Goal is to create an “orientation” document with task lists.

New Hire Guide

- **Audience:** new DGLVR tech at CD
- **Why:**
 - Turnover is a constant issue.
 - Trainings not always convenient.
 - Admin manual and website can be overwhelming.
 - Goal is to create an “orientation” document with task lists.

French Mattress Standard Detail



New Hire Guide

- **Audience:** new DGLVR tech at CD
- **Why:**
 - Turnover is a constant issue.
 - Trainings not always convenient.
 - Admin manual and website can be overwhelming.
 - Goal is to create an “orientation” document with task lists.
- **Built off:**
 - Old 2-page quick guide →
 - Documents Sherri made when leaving Huntingdon



New Hire Guide

- **Size:** goal was ~10 pages, currently 12
- **Major components**
 - Program basics and role of entities.
 - “To-Do” Lists
 - Educational opportunities
 - Where to find resources
 - Lots of links!
- **Status:**
 - Initial draft complete.
 - **LOOKING FOR FEEDBACK!**

PA Dirt, Gravel, and Low Volume Road Program Quick Start Guide for Conservation District Staff

This guide is intended for new “technicians” responsible for administering the DGLVR Program at a Conservation District.

Contents

1. <u>Program introduction</u>	page 2
General overview of program purpose, structure, and function. Overview of key participants and agencies.	
2. <u>Conservation District Role</u>	page 4
Brief overview of the CD role in receiving funding and administering the program in the county.	
3. <u>Determining YOUR role</u>	page 5
Each County administers the Program differently, so it is important to understand your role and duties.	
4. <u>IMMEDIATE To-Do List</u>	page 6
An initial task list of the most important things to get a handle on quickly.	
5. <u>LONG-TERM To-Do List</u>	page 8
A task list for long term education and administration.	
6. <u>Educational Opportunities</u>	page 9
Description of available DGLVR education and learning opportunities, both in person and recorded.	
7. <u>Additional Internal (DGLVR) Resources</u>	page 10
Summary and links to a wide variety of printed and online material supporting the Program.	
8. <u>Additional External Resources</u>	page 13
Summary and links to various external (non-DGLVR) resources that may be useful.	

Are you reading a printed copy of this guide? That’s great, but there are many links to other information and resources contained here. It is highly recommended to use the online version to take advantage of the live links.

Online Version:
www.XXXXXXXXXX

Since personnel change, names are not included in this guide. For DGLVR names and contact information for both the SCC and CDGRS, visit: <https://dirtandgravel.psu.edu/about-the-center/center-info/staff-contact-us/>

New Hire Guide

• PROVIDING FEEDBACK!

- PDF sent has line numbers.
- Please reference line numbers with comments and suggestions.
- Word, excel, or just e-mail is fine.
- Looking for content suggestions, not proofreading.
- Send comments to smb201@psu.edu by 3/15.

What do you wish you knew sooner about administering the DGLVR Program?

**PA Dirt, Gravel, and Low Volume Road Program
Quick Start Guide for Conservation District Staff**

This guide is intended for new “technicians” responsible for administering the DGLVR Program at a Conservation District.

Contents

1. <u>Program introduction</u>	page 2
General overview of program purpose, structure, and function. Overview of key participants and agencies.	
2. <u>Conservation District Role</u>	page 4
Brief overview of the CD role in receiving funding and administering the program in the county.	
3. <u>Determining YOUR role</u>	page 5
Each County administers the Program differently, so it is important to understand your role and duties.	
4. <u>IMMEDIATE To-Do List</u>	page 6
An initial task list of the most important things to get a handle on quickly.	
5. <u>LONG-TERM To-Do List</u>	page 8
A task list for long term education and administration.	
6. <u>Educational Opportunities</u>	page 9
Description of available DGLVR education and learning opportunities, both in person and recorded.	
7. <u>Additional Internal (DGLVR) Resources</u>	page 10
Summary and links to a wide variety of printed and online material supporting the Program.	
8. <u>Additional External Resources</u>	page 13
Summary and links to various external (non-DGLVR) resources that may be useful.	

Are you reading a printed copy of this guide? That’s great, but there are many links to other information and resources contained here. It is highly recommended to use the online version to take advantage of the live links.

Online Version:
www.XXXXXXXXXX

Since personnel change, names are not included in this guide. For DGLVR names and contact information for both the SCC and CDGRS, visit: <https://dirtandgravel.psu.edu/about-the-center/center-info/staff-contact-us/>

New Hire Guide

PA Dirt, Gravel, and Low Volume Road Program Quick Start Guide for Conservation District Staff

This guide is intended for new “technicians” responsible for administering the DGLVR Program at a Conservation District.

Contents

1. Program introduction page 2
General overview of program purpose, structure, and function. Overview of key participants and agencies.
2. Conservation District Role page 4
Brief overview of the CD role in receiving funding and administering the program in the county.
3. Determining YOUR role page 5
Each County administers the Program differently, so it is important to understand your role and duties.
4. IMMEDIATE To-Do List page 6
An initial task list of the most important things to get a handle on quickly.
5. LONG-TERM To-Do List page 8
A task list for long term education and administration.
6. Educational Opportunities page 9
Description of available DGLVR education and learning opportunities, both in person and recorded.
7. Additional Internal (DGLVR) Resources page 10
Summary and links to a wide variety of printed and online material supporting the Program.
8. Additional External Resources page 13
Summary and links to various external (non-DGLVR) resources that may be useful.

Are you reading a printed copy of this guide? That’s great, but there are many links to other information and resources contained here. It is highly recommended to use the online version to take advantage of the live links.

Online Version:
www.XXXXXXXXXX

Since personnel change, names are not included in this guide. For DGLVR names and contact information for both the SCC and CDGRS, visit: <https://dirtandgravel.psu.edu/about-the-center/center-info/staff-contact-us/>