



Iowa Bulletin: 450-24-1

Date: January 30, 2024

Subject: TCH – Job Approval Authority Database

Action Required By:
February 18, 2024 (All Employees with Job Approval Authority)
March 18, 2024 (Supervisors and Area Staff)

Purpose. To inform employees of the new Job Approval Authority (JAA) Database and request employees with JAA review their own information and identify/report any errors to their supervisor and/or area staff to correct.

Expiration Date. September 30, 2024

Background. The Job Approval Authority (JAA) Database was fully rolled out on January 18, 2024, to track and enter the JAA of employees across the state. The database currently contains all existing JAA data as well as the employee data of those with JAA. Errors due to out-of-date data and mistakes in data entry now need to be identified. Attached are instructions for how to download the JAA Database, how to view reports, and how to view employee data.

Explanation. All employees with Job Approval Authority (JAA) must use the JAA Database to review their own employee information and job approval authority chart and identify any errors. Employees must send any employee information errors found to their supervisor. Employees must send any Engineering JAA errors to their Area Engineer with their supervisor cc'd. Employees must send any Ecological Sciences JAA errors to their Area Resource Conservationist (ARC) with their supervisor cc'd. Partner staff should send any errors to the district conservationist in their office in lieu of their supervisor. Employees have until February 18, 2024, to complete this.

Supervisors, Area Engineers, and Area Resource Conservationists (ARCs) must assist employees with correcting any mistakes found. They have until March 18, 2024, to complete this.

Contact. Area Engineers or Area Resource Conservationists

Jon Hubbert
State Conservationist

Attachments. IA JAA Database Instructions- Setup and Using Access
IA JAA Database Instructions- Create Reports
IA JAA Database Instructions- View Employee Data

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