

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQDEPUTY1314	3. REPLACES PD NUMBER

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED			
4. TITLE DEPUTY STATE CONSERVATIONIST	6. PAY PLAN GS	6. SERIES 301	7. GRADE 13/14
8. WORKING TITLE (Optional) DEPUTY STATE CONSERVATIONIST		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE DEPUTY STATE CONSERVATIONIST						
11. PP GS	12. SERIES 301	13. FUNC	14. GRADE 13/14	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
17. CLASSIFIER						

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	United States Department of Agriculture		5th
2nd	Natural Resources Conservation Service		6th
3rd	State Conservationist		7th
4th			8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE		20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Program Scope and Effect	FL 1-3	550	6. Other Conditions	FL 6-5	1225	
2. Organizational Setting	FL 2-2	250				
3. Spvry. & Managerial Auth.	FL 3-2	450				
4. Personal Contacts A Nature of Contacts B	FL 4A-2,4B-3	175				
5. Difficulty of Work Directed	FL 5-7	930	27. TOTAL POINTS ←		3580	
					28. GRADE ←	13

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE 04/01/2008

31. NAME AND TITLE
Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team

32. REMARKS: Deputy State Conservationist GS-13/14, STATEMENT OF DIFFERENCES - (Not valid unless target job description is attached)

33. OPM CERTIFICATION NUMBER

Standards Used - JFS PROFESSIONAL & ADMIN WORK ACCOUNTING & BUDGET GROUP, DATED DEC 2000 and OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98
FLSA - Exempt

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD					
1. PAY PLAN (2)	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)	
6. HQ. FLD. CD. (1)	7. SUP. CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)
1 = HQ 2 = FLD	1 = Sup. SGE 3 = Mgr. SGE 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	X = New Standard Applied Blank = NA		N = No Y = Interdis
10. DT CLASS (6)		11. EARLY RET. CD. (1)			
MO	DAY	YEAR	1 = Primary 2 = Secondary		
12. INACT/ACT (1)		13. DT. ABOL. (8)		14. DT. INACT/REACT (8)	
I = Inactive A = Active		MO	DAY	YEAR	MO DAY YEAR
15. AGENCY USE (10)		16. INTERDISCIPLINARY SERIES (40)			
		(4) Per Block			
17. INTERDISCIPLINARY TITLE CODE (50)					
		(5) Per Block			

C. INDIVIDUAL POSITION					
1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)	
E = Exempt N = Nonexempt	0 = None 1 = CD 219 2 = CD 220	3 = SF 278 4 = AD 392 5 = SF 849	A = Sched A B = Sched B C = Sched C	0 = Excepted but not A,B,C	0 = Nonsensitive 1 = Noncritical 2 = Critical Sense
4. POS. SENS. (1)		5. COMP. LEV. (4)		6. WK. TITLE CODE (4)	
				7. WK. TITLE (38)	
8. ORG. STR. CODE (18)		9. VAG REV CODE (1)		10. TARGET GD.	
1st	2nd	3rd	4th	5th	6th
0 = Position Action No Vacancy A = No Change		B = Lower Grade C = Higher Grade	D = Different title and/or series E = New Position/New FTE		
11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)	
Blank = NA Y = Yes		State (2)		City (4) County (3)	
14. BUS. CD. (4)		15. DT. I.ST. AUDIT (6)		16. PAS. IND. (1)	
MO	DAY	YEAR	MO	DAY	YEAR
17. DATE EST.		18. GD. BASIS, IND (1)		19. DT. REQ. REC. (6)	
MO	DAY	YEAR	1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG	4 = Sup./Program 5 = RGE 6 = Policy Analysis GEG	7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use
20. NTE. DT. (6)		21. POS. ST. BUD (1)		22. MAIN. REV/CLASS.ACT. CD. (2)	
MO	DAY	YEAR	Y = Perm N = Other	(1st Digit = Activity and 2nd Digit = Results)	
Normal Act		Maintenance Review Act		Results	
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change		5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.	9 = Other
23. DATE EMP. ASGN. (6)		24. DATE ABOL. (6)		25. INACT/ACT (1)	
MO	DAY	YEAR	MO	DAY	YEAR
26. DATE INACT/REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)	
MO	DAY	YEAR			
30. CLASSIFIER'S SIGNATURE					31. DATE

32. REMARKS
Deputy State Conservationist GS-13/14, STATEMENT OF DIFFERENCES - (Not valid unless target job description is attached)

**STANDARD POSITION DESCRIPTION
STATEMENT OF DIFFERENCES
(Not valid unless target job description is attached)**

Official Title: Deputy State Conservationist
Working Title: Deputy State conservationist
Classification: GS-301-13/14
Number: NHQDEPUTY1314

Date: April 1, 2008
Classified by: NHQ
Location: State Office

Note: This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team. This position is being modified to include a GS-13 developmental grade level. Attached is the target grade position description that was classified on November 16, 2004.

INTRODUCTION

This is a developmental position at the GS-13 level designed to prepare the incumbent to assume the full scope of the target position, Deputy State Conservationist, GS-0301-14 (Attached). The position is essentially the same as the target position. The supervisor assigns tasks and responsibilities, limitations, expected outcomes, deadlines, and priorities. The incumbent serves as the deputy to the State Conservationist and shares fully in the management, leadership, and direction of all administrative and technical functions involved in planning, organizing, and implementing a comprehensive soil, water and resource conservation and development program for the state. The incumbent is under the supervision of the State Conservationist. As a GS-13, the incumbent will perform developmental assignments under supervision closer than normal until proficiency is demonstrated.

Incumbent may be non-competitively promoted to the target position upon: 1) demonstrating the capacity to perform the full range of duties at the target level satisfactorily; 2) meeting all legal and regulatory requirements; 3) certification by management that the target position still exists; and 4) recommendation by the supervisor.

Performs other duties as assigned.

CONDITION OF EMPLOYMENT – Must possess and maintain a valid state motor vehicle operator’s license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

EVALUATION FACTORS

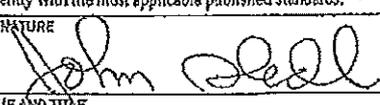
The following factors of the target job description are modified:

3. SUPERVISORY & MANAGERIAL AUTHORITY - LEVEL 3-2 (450 POINTS)

Directs, coordinates, or oversees work through subordinate supervisors, responsible for the direct supervision of the administrative management. Assigns work to subordinates based on priorities.

Evaluates work performance of subordinates. Gives advice and instruction to employees on both work and administrative matters; interviews candidates for positions in the work units; takes minor disciplinary actions as warranted. Hears and resolves complaints from employees referring more serious complaints to higher level supervisor.

This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
				X			
RECOMMENDED							
4. TITLE DEPUTY STATE CONSERVATIONIST				5. PAY PLAN GS	6. SERIES 0301	7. GRADE 14	
8. WORKING TITLE (Optional) DEPUTY STATE CONSERVATIONIST					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE DEPUTY STATE CONSERVATIONIST							
11. PP GS	12. SERIES 0301	13. FUNC	14. GRADE 14	15. DATE MONTH DAY YEAR 11 16 04			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
							17. CLASSIFIER John Gledhill, HRS
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1st United States Department of Agriculture				5th			
2nd Natural Resources Conservation Service				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.							
19. SUPERVISOR'S SIGNATURE				20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE		23. DATE
21. SUPERVISOR'S NAME AND TITLE State Conservationist				24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE			
FACTOR EVALUATION SYSTEM							
FACTOR		25. FLD / BMK	25. POINTS	FACTOR		26. FLD / BMK	26. POINTS
1. Knowledge Required				6. Personal Contacts			
2. Supervisory Controls				7. Purpose of Contacts			
3. Guidelines				8. Physical Demands			
4. Complexity				9. Work Environment			
5. Scope and Effect				27. TOTAL POINTS ▶			27. 0
						28. GRADE ▶	28.
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. SIGNATURE 						30. DATE 11/16/04	
31. NAME AND TITLE John Gledhill, HRS, Employment, Classification, and Benefits Team, HRMD, Washington, D.C.							
32. REMARKS Position is FLSA Exempt.						33. OPM CERTIFICATION NUMBER	

STANDARD POSITION DESCRIPTION

Official Title: Deputy State Conservationist
Working Title: Deputy State conservationist
Classification: GS-301-13/14
Number: NHQDEPUTY1314

Date: April 1, 2008
Classified by: NHQ
Location: State Office

NOTE: This is a standardized position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team.

INTRODUCTION

The incumbent serves as the deputy to the State Conservationist and shares fully in the management, leadership, and direction of all administrative and technical functions involved in planning, organizing, and implementing a comprehensive soil, water and resource conservation and development program for the state. The incumbent is under the supervision of the State Conservationist.

MAJOR DUTIES AND RESPONSIBILITIES

- a. Within the framework of broad national policies, provides overall leadership, including quality management; establishes state policy, standards, and procedures; and directs all phases of a complete soil, water, and resource conservation program, including implementation of the conservation titles of the Food Security Act and Farm Bill.
- b. Manages the implementation of a system of quality control including program and functional inspections and reviews to evaluate effectiveness of program planning and work accomplished, and to determine adherence to policy standards.
- c. Directs an administrative program including a comprehensive personnel management program, financial planning and management, equipment and property management, construction contracting, procurement and supply, space management, records management, and communications.
- d. Responsible for an information program designed to market the agency and keep the public informed of Service goals and accomplishments and to stimulate interest and participation in the soil and water conservation program.
- e. Establishes guidelines for business planning which results in immediate and long-range objectives, time tables, and plans of operation to best utilize all available resources and facilities consistent with agency's strategic plan.
- f. Initiates and provides leadership for special studies to improve all phases of operations, including staff utilization, position management, cost reduction, etc., and reports on results for adoption and coordination with similar studies made elsewhere in the Service.
- g. Analyzes research needs, arranges with State agencies for necessary research, evaluates results, adopts findings, and otherwise provides for full utilization of the latest technical and scientific data in the field of soil and water conservation and resource development.

h. Serves as a consultant and advisor to the Chief, Associate Chief, Regional Assistant Chief, and State Conservationist in developing and improving Service-wide policies and procedures; serves on various committees, study groups, task forces, etc. as assigned by the Chief and Secretary of Agriculture.

i. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances, and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age, or physical or mental handicap.

j. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or physical or mental handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operations in all units under their supervision, as well as by recipients.

k. Seeks out, coordinates and maintains relationships and serves as primary spokesperson with a wide range of leaders in both private and public entities to ensure that agency mission and programs are widely understood and common goals are fostered. Maintains extensive contacts and coordinates Service programs with other Federal agencies, State and local government officials, public and private agencies, and other groups and individuals. When serving as Acting Chairperson, acts as the department spokesperson on those matters concerning the Food and Agriculture Council (FAC) including rural development, protection of agricultural lands, emergency preparedness, and administrative matters. Must be able to speak with authority and accurately represent the Department of Agriculture and the Natural Resources Conservation Service on agricultural issues, policies, programs, and administrative concerns.

Supervision Received

General guidance and direction is provided by the State Conservationist.

Factor 1: Program Scope and Effect

Level 1-3, 550 points

Together with the State Conservationist, directs the NRCS programs for the state. Provides complex administrative, technical and professional services affecting a large population of private landowners, numerous groups, and governmental bodies and agencies at multiple field, area, local partnership, and RC&D office locations.

Factor 2: Organizational Setting

Level 2-2, 250 points

Incumbent is accountable to the State Conservationist who is one reporting level below the first Senior Executive Service (SES) position.

Factor 3: Supervisory and Managerial Authority Exercised

Level 3-3, 775 points

Working with the State Conservationist, the incumbent exercises delegated managerial authority in the overall planning, direction and timely execution of a series of annual, multiyear, or similar types of long-range work plans and schedules for the soil and water conservation programs. Determines goals and objectives that need additional emphasis; determines the best approach or solution(s) for resolving budget shortages; plans for long-range staffing needs. Incumbent works closely with high-level program officials in the development of overall goals and objectives for the state.

Along with the State Conservationist has final authority for exercising the full range of personnel actions within the state, subject to mandatory clearances for specific major actions and proposals.

Factor 4: Personal Contacts

A. Nature of Contacts:

Level 4A-3, 75 points

The incumbent shares fully with the State Conservationist the responsibility for developing and maintaining contacts with individuals and organized groups outside the agency, such as State organizations and agencies, the Environmental Protection Agency, US. Fish and Wildlife Services, U.S. Forest Service, key legislator staff members, congressional committees, and journalists and reporters for newspapers, television, and radio. Contacts may take place in meetings, conferences, briefings, speeches, presentations or hearings. They may require extemporaneous response to unexpected or hostile questioning. Preparation typically includes briefing packages or similar presentation materials and often requires the assistance of support staff.

B. Purpose of Contacts:

Level 4B-3, 100 points

The purpose of contacts is to influence, motivate, and persuade persons and groups to accept and support the goals and objectives of the agency.

Factor 5: Difficulty of Typical Work Directed

Level 5-7, 930 points

The incumbent shares fully with the State Conservationist the administrative and technical responsibilities for developing and carrying out a comprehensive soil and water conservation program for the State. The base level of work which best characterizes the nature of the basic non-supervisory work is GS-12. This constitutes 25% or more of the workload of the organization.

Factor 6: Other Conditions

Level 6-5, 1225 points

Together with the State Conservationist, the incumbent has responsibility for administrative supervision for an entire state staff. This involves both direct and indirect supervision of employees in State, area, and field offices in various professional series (e.g., Soil Conservationists, Engineers, Soil Scientists, etc.). The incumbent is often required to review and adjust statewide objectives and goals as a result of changes in legislation, budget or agency priorities. This involves changes in long-range goals, plans and objectives as well as changes in organizational structure which has a major impact on the entire state's program. Decisions and

recommendations at this level have a long-range effect on the administration of key agency programs and on the goals of major public and private conservation organizations.

EVALUATION STATEMENT

DEPUTY STATE CONSERVATIONIST GS-0301-14 USDA – NRCS

INTRODUCTION

The incumbent serves as the deputy to the State Conservationist and shares fully in the management, leadership, and direction of all administrative and technical functions involved in planning, organizing, and implementing a comprehensive soil, water and resource conservation and development program for the state. The incumbent is under the supervision of the State Conservationist.

SERIES AND TITLE DETERMINATION:

The primary duties of this position are to assist the State Conservationist with providing overall leadership, including quality management, and direct all phases of a complete soil, water, and resource conservation program; assist in managing the implementation of a system of quality control including program/functional inspections and reviews to evaluate effectiveness of program planning and work accomplished, and to determine adherence to policy standards; assist with directing an administrative program including a comprehensive personnel management program, financial planning/management, equipment/property management, construction contracting, procurement/supply, space management, records management, and communications; assist with directing an information program designed to market the agency and keep the public informed of Service goals and accomplishments; and establish guidelines for strategic planning which results in immediate and long-range objectives, time tables, and plans of operation. This position is managerial and administrative in nature, and has duties and responsibilities covering a wide range of areas, therefore, it most closely matches the series definition for the GS-0301, Miscellaneous Administration and Program series. This series includes positions the duties of which are to perform, supervise, or manage non-professional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. No titles are specified for positions classified in this series, therefore the official title assigned to this position is Deputy State Conservationist.

GRADE LEVEL DETERMINATION:

As this position has been designated as supervisory, the General Schedule Supervisory Guide (GSSG) is appropriate for use in classifying this position. The GSSG employs a factor-point evaluation method which assesses 1) Program Scope and Effect; 2) Organizational Setting; 3) Supervisory and Managerial Authority Exercised; 4) Personal contacts; 5) Difficulty of Typical Work directed; and 6) Other Conditions. A factor-by-factor analysis follows:

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION EVALUATION SUMMARY
GENERAL SCHEDULE SUPERVISORY GUIDE

Agency/Organization: USDA – NRCS State Conservationists Office	Official Title:
	Deputy State Conservationist
	Org. Title:
	Deputy State Conservationist
	Pay Plan/Series/Grade:
	GS-0301-14

FACTOR	LEVEL	POINTS	REMARKS
1. Program Scope & Effect	1-3	550	
2. Organizational Setting	2-2	250	
3. Supervisory & Managerial Auth.	3-3	775	
4. Contacts: A. Nature B. Purpose	4A-3	75	
	4B-3	100	
5. Difficulty of Base Work	5-7	930	
6. Other Conditions	6-5	1225	

S U M M A R Y	<u>Total Points</u>	3905	<u>Date</u> November 16, 2004
	<u>Grade Conversion</u>	GS-14	
	<u>Adjustment Factor Applied</u> Yes ___ No <u>X</u>		<u>Signature</u> /s/ John Gledhill, HRS, Employment/Class. Team/HRMD