

**POSITION DESCRIPTION
COVER SHEET**

REASON FOR THIS POSITION		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQDC11	3. REPLACES PD NUMBER

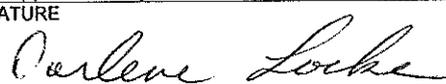
RECOMMENDED			
4. TITLE DISTRICT CONSERVATIONIST	5. PAY PLAN GS	6. SERIES 0457	7. GRADE 11
8. WORKING TITLE (Optional) DISTRICT CONSERVATIONIST		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE SOIL CONSERVATIONIST						
11. PP GS	12. SERIES 0457	13. FUNC 51	14. GRADE 11	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	Natural Resources Conservation Service		5th
2nd	State Conservationist		6th
3rd	Assistant State Conservationist (FO)		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		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	FL 1-7	1250	6. Personal Contacts	FL 6-3	
2. Supervisory Controls	FL 2-4	450	7. Purpose of Contacts	FL 7- B	110
3. Guidelines	FL 3-3	275	8. Physical Demands	FL 8-2	20
4. Complexity	FL 4-4	225	9. Work Environment	FL 9-2	20
5. Scope and Effect	FL 5-3	150	TOTAL POINTS		2500
GRADE					GS-11

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 12/26/2007

31. NAME AND TITLE
Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.

32. REMARKS:	33. OPM CERTIFICATION NUMBER
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OPM JFS PROFESSIONAL WORK, NATURAL RESOURCES MGT & BIOLOGICAL SCIENCES, SEPT 05
Position is 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) AG 16	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (6)	5. OFFICIAL TITLE (38)						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS STD. CD. (1) X = New Standard Applied Blank = NA			9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT CLASS (6) MO DAY YEAR		
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) 1 = Inactive A = Active	13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGENCY USE (10)			
16. INTERDISCIPLINARY SERIES (40) (4) Per Block										
17. INTERDISCIPLINARY TITLE CODE (60) (5) Per Block										

C. INDIVIDUAL POSITION																		
1. FLSA CD. (1) E = Exempt N = Nonexempt			2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849				3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C				4. POS. SENS. (1) 0 = Excepted but not A,B,C 1 = Noncritical 2 = Critical Sense			5. COMP. LEV. (4)				
6. WK. TITLE CODE (4)				7. WK. TITLE (38)														
8. ORG. STR. CODE (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC REV CODE (1) 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										
10. TARGET GD.		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR			16. PAS. IND. (1) Blank=NA 1 = PAS		17. DATE EST. MO DAY YEAR		
18. GD. BASIS. IND (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use							19. DT.REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS.ST. BUD (1) Y = Perm N = Other					
22. MAIN. REV/CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																		
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.					Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.					Results 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) MO DAY YEAR			24. DATE ABOL. (6) MO DAY YEAR			25. INACT/ACT(1) I = Inact. A = Act.		26. DATE INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGENCY USE (8)			
30. CLASSIFIER'S SIGNATURE													31. DATE					
32. REMARKS																		

STANDARD POSITION DESCRIPTION

Official Title: Soil Conservationist
Classification: GS-457-11
Location: District Office(s)
Number: NHQDC11

Working Title: District Conservationist
Date: December 18, 2007
Classified by: NHQ

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

INTRODUCTION

This position is on the Assistant State Conservationist (FO)'s staff. The purpose of this position is to assist the Soil and Water Conservation District(s) (SWCD) within the managerial unit in the development of a comprehensive natural resources conservation program. The managerial unit consists of one or more counties. The incumbent performs professional duties to achieve an integrated system of sound land use and conservation treatment in harmony with the capability and needs of the land and landowner.

DUTIES

1. Natural resources conservation programs oversight - (35%)

- a. Develops natural resources conservation programs activities in cooperation with the SWCDs, partner agencies and other organizations. Serves as technical liaison to these partners to answer questions and provide guidance concerning NRCS conservation programs and other natural resources conservation activities.
- b. Resolves problems related to the development of soil and water conservation planning activities.
- c. Provide technical advice to subordinate staff on natural issues requiring development or adaptation of processes and procedures; recommends and justify appropriate natural resource management strategies, and; serves as NRCS official in the resolution of conflicts related to NRCS natural resources conservation programs.
- d. Resolves natural resource issues within the managerial unit arising from landowners' development of conservation plans.
- e. Prepares, revises, and/or directs the preparation and revision of resources conservation plans and long-term contracts on units of land within the managerial unit of responsibility. Makes field surveys and examinations and directs other personnel in securing data, assembling maps, and tabulating needed information. Delivers and explains resource conservation plans and/or contracts to landowners and/or operators. Prepares contract payments for Farm Bill programs.

2. Program administration and management - (30%)

- a. Provides administration to the field offices; including property management, maintenance of records, and preparation of administrative reports. Serves as NRCS representative on all authorized committees that promote a coordinated approach to identifying and solving problems hampering development and utilization of resources in the counties.
- b. Directs program management and contract management within the managerial unit, including setting priorities and development of ranking factors.
- c. Prepares a business plan and coordinates activities with the Soil and Water Conservation District, Resource Conservation and Development (RC&D) and other partners' and NRCS operating plans. Establishes management unit priorities, goals, progress reporting, and monitoring direct charge activities. Directs the field office and district staffs in carrying out the provisions of the managerial unit business plan. Prepares reports to the Assistant State Conservationist (FO) on progress in carrying out field office accomplishment.
- d. Directs a continuous planning program to check progress of practice application, practice maintenance and need for updating of conservation plans. Implements the principles of the Quality Assurance Plan.
- e. Plans, applies, and/or directs the planning and application of structural, vegetative, cultural, and management practices. Directs the field office (FO) staff in determining practice need and feasibility and certifies extent and adequacy of established practices.
- f. Communicates NRCS policies, directives, program objectives and priorities, and goals to NRCS personnel, partnering employees and the public.

3. Technical guidance to the District Commissioners - (20%)

- a. Promote and assist in the development and implementation of long-range district plans and annual plans of work
- b. Represent the NRCS at all meetings of the District Commissioners within the managerial unit. Serve on committees of district-sponsored projects and activities within the managerial unit.
- c. Coordinate with the Soil and Water Conservation District(s) programs/activities and NRCS programs with the programs of other agencies and groups,

4. Supervision - (15%)

- a. Responsible for supervision of federal employees located in the field office(s) and liaison between the state and district employees. Ensures quality and quantity of work, reviews work of subordinates and accepts, revises, or reject work. Sets performance standards and evaluates performance for subordinates. Interviews and determines selection from available candidates. Resolves complaints and grievances and takes appropriate action as necessary. Reviews job

descriptions for accuracy. Initiates or participates in review and improvement of work methods.

b. Develops training plans to ensure personnel are adequately qualified to perform assigned tasks and to ensure personnel are provided the opportunity to develop their skills to optimum level.

c. Makes recommendations to provide a balanced representation of minority and women employees in the subordinate work force. Ensures that fairness prevails in making employee selections; assigned work; recognizing achievements and rewarding performance; arranging training; and in other personnel management matters.

5. Equal Employment Opportunity and Civil Rights

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.

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 handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

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

1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-7 (1250 POINTS)

Knowledge of a wide variety of agronomic, engineering, hydrologic, biology, and forestry concepts, principles, practices, and methodology sufficient to independently: Resolve natural resource problems related to the implementation of soil and water conservation plans; modify and adapt standard process and procedures; recommend and justify appropriate natural resource management strategies, and; provide technical advice on natural resource conservation measures such as terraces, waterways, water control structures, strip cropping, contouring, subsurface drainage systems, woodland improvements, minimum tillage and agricultural waste management procedures.

Knowledge of soils properties and characteristics sufficient to interpret land use potential and deficiencies and advise partner agencies and organizations, landowners and users on sound erosion control and drainage techniques.

Knowledge of NRCS and SWCD soil and water conservation programs, including eligibility requirements for individuals and organizations for meeting participation and payment requirement provisions, sufficient to provide technical advise to NRCS employees, its partners' employees, landowners and operators.

Knowledge of laws, regulations, and policies governing all applicable cost-share assistance programs to carry out program objectives.

Knowledge of laws, regulations, and policies governing federal contracting procedures sufficient to administer and manage NRCS' contracting activities.

Knowledge of effective communication sufficient to market and provide guidance on soil and water conservation methods, measures, and techniques to community groups and rural landowners/users, and to respond to technical inquiries.

2. SUPERVISORY CONTROLS - LEVEL 2-4 (450 POINTS)

The incumbent is under the supervision of the Assistant State Conservationist for Field Operations (AFO). The supervisor provides overall objectives and available resources. The incumbent will: independently plan and carry out his/her assignments; independently resolve most conflicts that arise; coordinate his/her work with others as necessary; interprets policy and regulations; keeps supervisor informed of progress and potential controversial problems, concerns, or issues; changes plans to and recommends changed to policy and procedures as necessary.

Incumbent plans and directs the FO effort in developing and carrying out a wide range of land treatment measures and water management practices, and interprets NRCS criteria in light of established objectives. Resolves technical difficulties and/or organizational problems that impede resource conservation actions. Technical guidance is received from specialists of the area and state staffs as requested on special problems in specific subject matter fields.

The supervisor will review completed work for soundness of overall approach, effectiveness and feasibility. There is generally no review of methods used.

3. GUIDELINES - LEVEL 3-3 (275 POINTS)

The district conservationist typically refers to NRCS and SWCD annual operating plans, a wide variety of NRCS national and state policies and procedures, technical guides and handbooks, financial assistance program requirements, soil survey data, textbooks and professional journals on soil conservation, previous experiences and technical worksheets.

For most work situations, the guidelines are generally adequate. However, there are instances in which they are not directly applicable to the work being performed. The incumbent uses judgment in selecting, interpreting, and applying available guidelines for adaptation to specific problems.

4. COMPLEXITY - LEVEL 4-4 (225 POINTS)

Nature of Assignment - Work involves performing natural resources management functions and duties that require interpreting complex policies, rules, manuals, laws and technical information and providing technical expertise in natural resource conservation management.

What Needs to be Done - The employee will need to decide how to perform his/her work by evaluating unusual conservation and natural resources problems/issues; reconcile conflicting environmental issues that may not be clearly addressed with established policy, guidance, criteria, etc.

Difficulty and Originality Involved in Doing the Work - The employee uses considerable judgment to plan the steps, direction and progress of workload within the managerial unit; modify or adapt existing standards, practices, or guides to address complex natural resource conservation problems or issues.

5. SCOPE AND EFFECT - LEVEL 5-3 (150 POINTS)

Scope of Work - Work involves investigating, analyzing or advising on a variety of conventional natural resource and environmental conditions in accordance with established criteria; resolving a variety of problems, questions, or conditions in accordance with established precedents and procedures. Work typically consists of professional and administrative assignments, that motivate and lead individuals and organized groups of landowners and representatives of governmental agencies in the evaluation of conventional soil erosion and water management problems and different local government jurisdictional roles. The incumbent prepares land and water treatment plans, measures, and techniques and recommends their adoption.

Effect of the Work - Incumbent's work affects the adequacy of conservation program activities, the attainment of annual plan of operations objectives, and the NRCS credibility among program participants.

6/7 PERSONAL CONTACTS/ PURPOSE OF CONTACTS - LEVEL 3B (110 POINTS)

Personal Contacts (Level 3) - Personal contacts are with individual landowners, groups, land improvement contractors, agri-business representatives, management level representatives of state and local agencies and units of government, other USDA and federal agencies, other NRCS employees, local news media reporters, sportsmen clubs, property associations, and regional environmental groups.

Purpose of Contacts (Level B) - The purpose of the contacts is to plan, coordinate, or advise on the implementation of a broad range of agronomy, erosion and pollution abatement practices and measures, to recommend alternative conservation solutions and to motivate individuals and groups to

pursue wise land-use decisions. Individuals and groups contacted are generally cooperative and are interested in receiving technical assistance in resolving problems/concerns.

8. PHYSICAL DEMANDS - LEVEL 8-2 (20)

The incumbent must walk extensively through rough terrain, over ditches, and climb steep banks. Some physical exertion is required.

9. WORK ENVIRONMENT - LEVEL 9-2 (20)

The incumbent works under conditions that involve moderate discomforts due to adverse weather. Works near farm and earth moving machinery and may be exposed to toxic chemicals.

This position is determined to be exempt from the provisions of the FLSA.