

**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"/> NHQDC12	3. REPLACES PD NUMBER

RECOMMENDED					
4. TITLE DISTRICT CONSERVATIONIST			5. PAY PLAN GS	6. SERIES 0457	7. GRADE 12
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 12	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
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- C	180
3. Guidelines	FL 3-4	450	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 5-4	225	TOTAL POINTS		2820
GRADE					GS 12

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)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
	AG 16				

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)	
GS					
6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT CLASS (6)
1 = HQ 2 = FLD	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	X = New Standard Applied Blank = NA	N = No Y = Interdis	MO DAY YEAR
11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT. INACT/REACT (6)	15. AGENCY USE (10)	
1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	I = Inactive A = Active	MO DAY YEAR	MO DAY YEAR	
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)	4. POS. SENS. (1)	5. COMP. LEV. (4)						
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					
6. WK. TITLE CODE (4)	7. WK. TITLE (38)									
8. ORG. STR. CODE (18)			9. VAC REV CODE (1)							
1st	2nd	3rd	4th	5th	6th	7th	8th	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)	13. DUTY STATION (9)			14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST.	
		Blank = NA Y = Yes	State (2)	City (4)	County (3)		MO DAY YEAR	Blank=NA 1 = PAS	MO DAY YEAR	MO DAY YEAR
18. GD. BASIS. IND (1)			7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use			19. DT.REQ. REC. (6)	20. NTE. DT. (6)	21. POS.ST. BUD (1)		
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG	4 = Sup./Program 5 = RGEN 6 = Policy Analysis G E G					MO DAY YEAR	MO DAY YEAR		Y = Perm N = Other	
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)										
Normal Act		Maintenance Review Act		Results						
3	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)	26. DATE INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGENCY USE (8)				
MO DAY YEAR	MO DAY YEAR	1 = Inact. A = Act.	MO DAY YEAR							
30. CLASSIFIER'S SIGNATURE						31. DATE				
32. REMARKS										

STANDARD POSITION DESCRIPTION

Official Title: Soil Conservationist
Classification: GS-457-12
Location: District Office(s)
Number: NHQDC12

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 SWCD's, 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. Resolves complex problems related to the development of natural resources conservation planning activities.
- b. Provide technical advice to subordinate staff on highly complex 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. Resolves complex issues within the managerial unit arising from landowners' development of conservation plans.
- c. 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 - (25%)

- 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 priorities, goals, progress reporting, and monitoring direct charge activities.
- d. 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.
- e. 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.
- f. 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. 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 - (25%)

- a. Promote and assist in the development and implementation of long-range district plans and annual plans of work. Represent the NRCS at all meetings and committees of the District Commissioners within the managerial unit.
- b. 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.
- b. 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.
- c. 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.
- d. 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

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 and requirements of the Equal Opportunity and Affirmative Employment plans. Ensures that these functions are carried out without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.)

The design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services is carried out without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) 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 the 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 complex 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 advice 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 3-4 (450 POINTS)

Guidelines include the General Manual, technical manuals/guides, and standards and specifications that are issued NRCS-wide and supplemented at the state and area office levels. Incumbent also utilizes program handbooks, local annual operating plans, state agricultural college reports, professional journals, natural resources conservation textbooks, bulletins, and memoranda.

Many guidelines are general in nature and only partially applicable to soil conservation program issues and far-reaching planning efforts that generally involve significant resource conservation management projects or activities. The existence of complicating factors in terms of land use and types require the incumbent to use initiative and experienced judgment gained through work-related problem solving operations to modify accepted conservation methods and practices and develop techniques appropriate for the successful treatment of the soil and/or water resource deficiencies encountered.

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 5-4 (225 POINTS)

Scope of Work - Work involves: investigating, analyzing and evaluating natural resource conservation problems that involve a wide variety soil and water conservation techniques and practices to resolve unusual conditions; developing and/or improving existing techniques, criteria, or alternatives to meet requirements of specific natural resources problems/issues; assessing program effectiveness within the managerial unit.

Effect of the Work - The work results affect the effectiveness of significant soil and water conservation accomplishments in a complicated and/or economically important area and contribute to the efficient operation of NRCS and other government agencies. The NRCS credibility with internal and external customers and; effectiveness of NRCS goals In compliance with applicable regulations, NRCS policy and meeting customer needs.

6/7. PERSONAL CONTACTS/ PURPOSE OF CONTACTS - LEVEL 3C (180 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 C) - 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. Incumbent will encounter persons or groups that may have conflicting goals. The incumbent must use skills obtained through experience to obtain cooperation in complying with NRCS policies or established methods.

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

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 POINTS)

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.