

**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"/> NHQRESCON13	3. REPLACES PD NUMBER

RECOMMENDED			
4. TITLE STATE RESOURCE CONSERVATIONIST	5. PAY PLAN GS	6. SERIES 457	7. GRADE 13
8. WORKING TITLE (Optional) STATE RESOURCE CONSERVATIONIST		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE SUPERVISORY SOIL CONSERVATIONIST						
11. PP GS	12. SERIES 457	13. FUNC 51	14. GRADE 13	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		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 1-8	1550	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	5
4. Complexity	FL 4-5	325	9. Work Environment	FL 9-2	5
5. Scope and Effect	FL 5-4	225	TOTAL POINTS		3190
GRADE					GS 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 05/23/2008
31. NAME AND TITLE Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.	

32. REMARKS: OPM JFS PROFESSIONAL WORK, NATURAL RESOURCES MGT & BIOLOGICAL SCIENCES, SEPT 05 OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98 Position is FLSA - Exempt.	33. OPM CERTIFICATION NUMBER
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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)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	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) I = 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 (50) (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. POS. SCHED. (1) 3 = SF 278 4 = AD 392 5 = SF 849	A = Sched A B = Sched B C = Sched C	4. POS. SENS. (1) 0 = Excepted but not A,B,C	0 = Nonsensitive 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)								
3	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: Supervisory Soil Conservationist
Working Title: State Resource Conservationist
Classification: GS-457-13
Number: NHQRESCON13

Date: May13, 2008
Classified by: NHQ-HRMD
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 and Classification Team, in Washington, D.C.

INTRODUCTION

This position is located on the Leadership Team (LT), headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in the designated state. As State Resource Conservationist (SRC) the incumbent has leadership responsibilities for formulating, recommending, and implementing policy and procedures applicable to resource conservation planning activities and various program activities. The incumbent shares in developing and implementing a comprehensive soil, water, and resource conservation program for the state. The position is under the general supervision of the State Conservationist.

MAJOR DUTIES

1. Conservation Planning Leadership (30%)

- a. Provides input and makes recommendations on key issues to the STC. Coordinates actions with program managers and other team members to develop the state matrix and monitors progress to assure fund integrity. The incumbent oversees all technical activities state-wide.
- b. Directs the development and operation of an effective resource conservation planning program. Analyzes methods and techniques currently in use and recommends changes to assure all technical disciplines have input. Directs resource conservation planning, biology, and plant technology field specialists and coordinates their activities into a comprehensive program.
- c. Coordinates resource-related activities with area staffs and assistant state conservationists for field operations (ASTC-FO), to ensure statewide consistency and quality assurance. Makes assignments, with ASTC-FO concurrence, of state level resource-related tasks to individual area staff members and review products for technical soundness. Assists the STC in the direction of NRCS technical responsibilities in the state.

d. Provides state staff leadership for resource conservation planning activities for development of area-wide plans. Provides needed training to field personnel in the development, adaptation, and use of resource data for broad resource planning activities. Provide state leadership for the development, improvement, and maintenance of technical data, standards, guides, and manuals related to resource conservation planning, biology, recreation, plant technology, and resource development. Gathers, analyzes, and distributes technical information applicable to the plant science and resource conservation planning programs in the state. Provides training to NRCS personnel in the technical fields assigned.

e. Manages technical services program in the state; analyzes methods and techniques for acquisition, analysis, administration, and delivery of data. Provides the means for the use of geospatial technology in a shared, integrated system that supports natural resource programs and application.

f. Provides guidance and direction for the use of automated programs such as but not limited to; Customer Service Toolkit, ProTracts, and Performance Results System (PRS). Ensures the Geographic Position System (GPS) supports use within the field offices (FOs) and extends information to the customer base that includes new advances and innovations in the field of precision farming.

g. Works closely with the state technical leadership to assure those specific needs for data are met. Maintain a library of data and a tracking system for development and maintenance of data generated by NRCS as well as natural resource data developed by others.

h. Responsible for providing and maintaining a safe and healthy work environment, requiring subordinates and others to use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

2. Policy and Procedure Development (25%)

a. Serves as consultant and advisor to the STC and other staff members in developing state policy concerning resource conservation planning and vegetative phases of conservation programs. Participates in program appraisals and conducts functional appraisals of activities relating to the biological and agricultural sciences disciplines.

b. Responsible for determining resource conservation research needs. The incumbent collaborates with representatives of land grant colleges, state experiment stations, research units of other agencies, and private groups on the technical research needs of NRCS. Coordinates field trials for new techniques or new conservation systems.

c. Works closely with the various scientific and technical groups to assure that specific needs for land treatment are met. Reviews contracts, area measure plans, and water resource plans for technical adequacy and accuracy. Approves specifications for NRCS-

administered vegetative contracts and provides technical leadership in the establishment and maintenance of vegetative practices on structures and critical areas.

d. Provides leadership for cultural resources activities, and provides technical guidance for the use of conservation planning automated programs.

e. Provides staff leadership in the environmental assessment of NRCS activities. Assume leadership for review and comments on all environmental statements received from other federal, state, and local agencies. Reviews and makes input into environmental statements prepared by NRCS in the state.

3. Supervision (25%)

a. Provides supervision to staff of GS-12 specialists (Recourse Conservationists, Agronomist, Biologist, Soil Conservationists, etc.). This includes providing overall leadership of program activities, making work assignments, evaluating performance, interviewing candidates and making selections, determines training needs. Hears and resolves serious employee complaints and grievances; reviews serious disciplinary cases and disciplinary problems involving key staff; gives advice, counsel, or instructions to employees on technical and administrative issues.

b. Manages available staff resources by preparing long and short range schedules for staff activities, preparing and monitoring budgets and funding requests, organizing work, and controlling work products so that the resulting plans are in conformance with existing laws, rules and regulations, guidelines, and policy.

4. Networking and Communication (20%)

a. Represents NRCS on state and federal committees that set data standards and warehouse data. Foster communications, cooperative projects, and the interchange of data with state, local, other federal agencies, and between NRCS disciplines. Make team building an integral part of all activities.

b. Develops and maintains close working relations with resource conservation planning, plant science, and environment-related agencies and organizations in the state. Prepares and presents talks and writes articles on the above subjects. Helps keep conservation district officials informed of NRCS programs in resource conservation planning and the plant sciences. Serve as point of contact (POC) with groups such as the State Livestock Association, State Department of Wildlife and Parks, State Forest Service, and State Association of Conservation Districts (ACD) to address their technical issues.

c. Develops and maintains close working relations with resource-related agencies and organizations in the state. Makes presentations and prepares articles on data subjects. Serve as primary NRCS POC with groups such as the State Association of Mappers and other organizations to address their issues and concerns.

d. Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

5. Equal Employment Opportunity and Civil Rights

a. 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. Emphasize meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensure that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. 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. Review 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.

Perform 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.

Total 3190 = GS-13 (Range 3155-3600)

EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-8 (1550 POINTS)

a. Mastery level knowledge and ability to provide leadership, manage human and natural resources and supervise employees in a variety of disciplines.

b. Mastery of and skills in applying advanced theories, technical practices, principles, concepts conditions and terminology related to ecological sciences, conservation planning, and community natural resources planning.

c. Mastery knowledge of soil conservation concepts, principles, laws, programs, and precedents sufficient to develop, propose, and recommend substantial program innovations, significant program changes or alternate courses of critical management action. Skill in applying recent advances and research findings on land and water use planning to the resolution of controversial issues and in the developments of soil and

water conservation program criteria.

d. Mastery knowledge of the full range of NRCS technical assistance activities relating to conservation planning and application concepts, principles, laws, practices and precedents and analytical skill sufficient to: (1) analyze, interpret, formulate and recommend pertinent policies and procedures; (2) review, evaluate and report on the effectiveness of conservation planning and application activities throughout the state; and (3) make recommendations to the State Conservationist that may significantly change conservation planning and application methods, measures and practices.

e. Comprehensive level knowledge of NRCS policies and procedures relating to the fields of plant technology including agronomy, forestry, biology, water quality and plant materials sufficient to direct NRCS activities in these areas, coordinate activities with other agencies, and direct training of NRCS field personnel.

f. Mastery knowledge of administrative and management techniques sufficient to: (1) coordinate and direct the assigned program activities; (2) directly supervises the work of such specialist the Biologist, Resource Conservationist, Forester, Grazing Land Specialist, Agronomist and others assigned to the Ecological Sciences Staff, and (3) prepare required records and reports.

g. Mastery knowledge and skill in written and oral communications, techniques and public relations sufficient to persuade, influence and encourage unconvinced, indecisive individuals and various agencies and organizations to agree upon common conservation goals and objectives.

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

a. This position is under the supervision of the State Conservationist. The supervisor provides general information concerning agency conservation policy and the administrative framework which serve as the principal basis of management control.

b. The incumbent exercise initiative and provides leadership in the planning, coordinating, and administering of broad agency functions, projects, or studies, and must be sensitive to current trends, national study results, and proposed substantive program changes in the course of exercising technical responsibilities.

c. The incumbent provides authoritative, far-reaching technical expertise influencing the implementation of key agency conservation planning programs. Work results are normally accepted without significant change.

3. GUIDELINES - LEVEL 3-4 (450 POINTS)

a. The guidelines usually are general in nature and only partially applicable to soil conservation program issues, and far-reaching planning efforts that generally involve significant conservation planning and application activities. Available criteria are often inadequate for resolving contested, difficult questions such as those relating to resource management systems within allowable soil tolerances and water quality concerns.

b. The employee must 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 4-5 (325 POINTS)

a. Typically the incumbent is considered an expert capable of resolving sensitive problems or issues characterized by conflicting demands on natural resources, multiple political jurisdictions with competing conservation objectives, and continuous special study efforts requiring substantial compromises with conservation criteria. Major function and responsibility of assignment is to supply overall direction and coordination for the technical phases of the Service's programs in agronomy, biology, woodland, range, and plant technology in the State. Assignments involve work relations with other governmental agencies, research agencies and other organizations in coordinating and developing plant technology and other program requirements as well as attendance at and participating in high level planning and technical conferences appropriate to incumbent's specialized field.

b. Difficult and complex program areas result from critical wind and water erosion, economic problems and changes in departmental and agency program requirements. The State Resource Conservationist analyzes and develops policy and procedural recommendations which affect a diversified agricultural area. It is important that the State Resource Conservationist provides strong leadership to building and maintaining Service programs which will render the maximum assistance to farmers, ranchers and land users. Initiative and originality are prime requirements. Makes necessary adaptations in dealing with the numerous organizations and the people who have an interest in the Service's programs. Responsibilities require a high degree of technical knowledge, administrative and management skills, in addition to abilities in meeting people and in solving varied problems.

5. SCOPE AND EFFECT - LEVEL 5-4 (225 POINTS)

a. The purpose of the work is to: (1) interpret pertinent policies and procedures for NRCS conservation planning and application programs for the state and communicate these with field personnel; (2) assess the effectiveness of conservation planning and application programs throughout the state and bring about needed changes; (3) establish and recommend new (C0-01) program criteria or significant changes in established (C0-01) program criteria; and (4) coordinate efforts with field personnel and with other agencies and organizations.

b. Because of the varied types of agricultural enterprises and interests that are encountered in the direction of the Service technical programs, great care must be exercised in the development of standards and the proper integration of individual programs into the comprehensive soil and water program.

c. The work affects a wide range of agency programs and activities, the attainment of agency goals for the state, and impacts on the operation of other agencies and organizations.

6. PERSONAL CONTACTS - LEVEL 6-3 (60 POINTS)

Contacts are non-routine and made with a significant number of professional and administrative personnel outside the agency (e.g., representatives from such groups, organizations, and institutions such as universities, Federal and State Experiment Stations, Forest Service, Farm Service Agency, Rural Development, Cooperative Extension Service, Department of Natural Resources, Planning Commissions, Zoning Boards, and other local units of government). Contacts are also made with other NRCS personnel such as district conservationists and soil conservationists.

7. PURPOSE OF CONTACTS - LEVEL 7-3 (120 POINTS)

The purpose of the contacts is to develop common conservation goals and objectives that address the resource concerns. The State Resource Conservationist overcomes initial reluctance by emphasizing technical advantages and gains to be accomplished through adoption of a specific conservation course of action. At this level, the State Resource Conservationist uses tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions.

8. PHYSICAL DEMANDS - LEVEL 8-1 (5 POINTS)

The work is primarily sedentary and usually performed while the incumbent is seated. There is walking and travel to attend meetings away from the work site. There is review and development of program activities in the field.

Periodically, there is assistance to field personnel in reviewing conservation planning activities in the field.

9. WORK ENVIRONMENT - LEVEL 9-1 (5 POINTS)

The work is usually performed in an office environment with limited field time both requiring common sense precautions typical of these settings.

Evaluation Summary

1. References:

- a. OPM JFS Professional Work, Natural Resources Mgt & Biological Sciences, Sept 05.
- b. OPM General Schedule Supervisory Guide, April 1998.

2. Background: This position has been developed to provide the states with a standard position description for the field. Standard, OPM JFS Professional Work, Natural Resources Mgt & Biological Sciences, Sept 05, was applied to the classification of this position.

3. Title and Series Determination: This position performs duties concerned with conservation planning and conservation practices, coordinating, and is responsible for policy and procedures formulation and recommendations necessary to govern the technical and budgetary phases of the designated programs state wide. Specific programs may vary from state to state but would include technical areas such as plant materials, Farm Bill, soil and water conservation program, etc. The incumbent has the responsibility for the management and conservation that requires a thorough and comprehensive knowledge of the natural sciences and conservation management principles, methods, procedures, and techniques, and also for directing the development and implementation of conservation planning programs. The occupational series for the GS-0457 is an appropriate series for this position. This position serves as the Supervisory Soil Conservationist for resource conservation planning programs and meets the requirements for coverage under the GSSG. The appropriate working title for this position is State Resource Conservationist.

4. Grade Determination: This position serves as State Resource Conservationist and provides conservation planning policy and direction for the state. The grade is based on the technical work and position remains as GS-13. Based on the organization structure review, the supervisory duties do not change the grade. Below are the evaluation factors for the supervisor duties:

1. Program Scope and Effect - FL 1-3 (550 Points)
2. Organizational Setting - FL 2-2 (250 Points)
3. Supervisory and Managerial Authority Exercised - FL 3-2(C) (450 Points)
4. Personal Contacts Nature - FL 4A-2 (50 Points)
Purpose Contacts - FL 4B-2 (75 Points)
5. Difficulty of Typical Work Directed - FL 5-7 (930 Points)
6. Other Conditions - FL 6-5 (1225 Points)

Total Points: 3530 (Range-3155-3600=GS-13)

5. Final Classification: The position meets the criterion contained in the GS-457 series at the 13 level. The supervisory duties of this position were evaluated using the General Schedule Supervisory Guide (GSSG) and evaluated at the GS-13 level. Final classification of this position is an official title of Supervisory Soil Conservationist, and working title of State Resource Conservationist, GS-457-13 serving as a state technical expert and staff supervisor over the multifaceted state conservation planning programs.

6. FLSA Determination: Subject position is exempt in accordance with 5CFR 551.204.