

**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"/> NHQSSC47011	3. REPLACES PD NUMBER

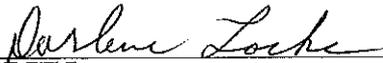
RECOMMENDED			
4. TITLE Soil Scientist	5. PAY PLAN GS	6. SERIES 0470	7. GRADE 11
8. WORKING TITLE (Optional) Soil Scientist (MLRA)		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE Soil Scientist						
11. PP GS	12. SERIES 0470	13. FUNC	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			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 1-7	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 5-3	150	TOTAL POINTS		2745
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 05/27/2008
31. NAME AND TITLE Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.	

32. REMARKS:	33. OPM CERTIFICATION NUMBER
--------------	------------------------------

**References: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)													
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)	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			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 = RGEG 6 = Policy Analysis G E G			8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		MO DAY YEAR		MO DAY YEAR			
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)						Results							
Normal Act			Maintenance Review Act			5 = Series Change			9 = Other				
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			6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.				
23. DATE EMP. ASN. (6)		24. DATE ABOL. (6)		25. INACT/ACT(1)	26. DATE INACT/REACT (6)		27. ACCTG. STAT. (4)	28. INT. ASN. SER. (4)		29. AGENCY USE (8)			
MO DAY YEAR	MO DAY YEAR		MO DAY YEAR	I = Inact. A = Act.	MO DAY YEAR								
30. CLASSIFIER'S SIGNATURE										31. DATE			
<i>Debra L. Tope</i>										05/27/2008			
32. REMARKS													

STANDARD POSITION DESCRIPTION

Official Title: Soil Scientist
Working Title: Soil Scientist (MLRA)
Classification: GS-470-11
Number: NHQSSC47011

Date: May 27, 2008
Classified by: NHQ
Location: MLRA

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

Actively supports and participates in the safety and health program activities as required. Complies with all appropriate safety and health rules and regulations in the performance of assigned tasks.

INTRODUCTION

This position is that of a Soil Scientist located in a designated MLRA. The incumbent serves as Soil Scientist for the Soil Survey Office in the assigned county subset of designated MLRA, which makes soil surveys within the framework of the National Cooperative Soil Survey (NCSS) program.

DUTIES

1. Technical Support (50%)

a.. Within the framework of the MLRA SSA and the MO Region, studies the characteristics of soils, geology, topography, and landforms over the survey area in order to ensure consistency of map units. Evaluates map units of survey area in order to plan the most feasible method of updating map units to current standards achieve the NCSS objective of a seamless digital soil survey of the nation.

b. Develops or adapts procedures to systematically conduct field investigations to identify and/or verify soil types. Identifies and acquires the appropriate spatial data and geospatial technologies to manipulate digital and analog geospatial data in order to examine, tentatively identify and delineate areas of different kinds of soils.

c. Develops soil landscape predictive models and uses soil-landscape relationships to systematically map and describe the way soils occur in the landscape. Examines existing soils geospatial information using geospatial technologies to identify areas where soil types and landscapes are not correctly associated. Examines soil property and performance information to identify and correct errors and gaps in data. Tests and validates data for the survey area and updates computer databases of the National Soil Information System.

d. Performs duties in a manner supportive of a safe and healthy working environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc. Supports and participates in the broad spectrum of safety and health program activities. Comply with safety requirements as outlined in national and state policy.

3. Records and Support Material Development (50%)

- a. Records soil data on digital or hard copy aerial photographs. Documents soil information according to standard procedures and methods in digital or paper formats. Statistically analyzes data, correlates new map units which are coordinated on an MLRA (geographic) basis to provide more accurate interpretations for soil management.
- b. Works with other disciplines to documents soil-plant relationships and collects production estimates for crops, trees and grasses and develop other information for ecological site descriptions.
- c. Write technical and nontechnical materials that relate to the soils and the soil survey. Develops soil survey information and reports for assigned area and publishes this information using the Web Soil Survey and other approved methods. Recommends the need for new soil series and prepares initial review drafts and series interpretations.
- d. Works within the broader MLRA SSA and MO Region concept to develop and implement ways to improve the efficiency, productivity and quality of the Soil Survey and products and/or services provided to internal and external customers.

4. Civil Rights

Performs duties in a manner which; supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

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 will require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark.

FACTOR EVALUATION

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

- a. Knowledge of management principles, techniques, and practices in order to administer office activities and provide supervision, leadership, training and guidance to employees in the office and to manage resources to carry out assigned technical and administrative activities.
- b. Knowledge of National Cooperative Soil Survey (NCSS) guidelines, policies, and procedures in order to complete work according to technical standards.
- c. Knowledge of soil-landscape relationships, soil properties, soil genesis and morphology, geomorphology, soil classification, soil interpretation, and soil-plant and ecosystem relationships in order to systematically map and describe soil landscape catena's.

d. Knowledge of geographic information systems (GIS), global positioning systems (GPS), remote sensing, soil landscape predictive models and other geospatial technologies in order to produce quality soil surveys.

e. Skill in using computer programs used for word processing, developing spreadsheets, managing databases in order to use and maintain National Soil Information System (NASIS) applications and prepare soil survey reports.

f. Ability to communicate with others (e.g., orally, TTY, sign language or lip reading, and in writing, etc.) in order to write and present technical material.

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

The incumbent works under the supervision of the MLRA Soil Survey Leader who provides technical and administrative guidance. The employee independently plans and carries out assignments referring unusual soil mapping or classification problems to the MLRA Soil Survey Leader and the MO office Soil Data Quality Specialists. The incumbent frequently works without supervision for weeks or even months at a time. Completed work is reviewed for adequacy, accuracy, and conformance to guidelines by periodic review according to NCSS policy.

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

Guidelines include the assigned MLRA Region and MLRA designated Business Plans, the Soil Survey Memorandum of Understanding, Soil Taxonomy, Soil Survey Manual, National Soils Handbook, MLRA Tech Notes, and National and State memoranda which outline policies, procedures, and technical standards.

Independent judgment is used in interpreting the guidelines based on precedents. When guidelines are not applicable and alternatives are unclear, the employee will seek advice from the supervisor. The employee will seek guidance from the supervisor on unusually difficult situations which require a great deal of adoption of standard procedures or in cases of departure from policy.

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

The incumbent has full leadership responsibility for all phases of the soil survey project. The assigned work area is usually one of diverse topographic conditions with soils in complex patterns. The incumbent must apply and adapt established guidelines and procedures to the survey operations, and use judgment based on experience and past applications when adapting to situations in the survey area.

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

The purpose of this position is to provide accurate and complete soil survey information that can be used by local, State, and Federal officials and agencies, and the general public in planning land use and utilizing soil and land related resources. The interpretations have an important impact in determining land use. The incumbent's work affects the creditability of the agency.

6 & 7. PERSONAL CONTACTS AND PURPOSE – LEVEL 2B (75 POINTS)

a. Personal Contacts - Personal contacts are with landowners and operators, NRCS personnel, State and local government representatives, and other agencies using or cooperating in the soil survey. Contacts are made in person, in writing, over the telephone, and via email.

b. Purpose of Contacts - The purpose of contacts is to exchange and/or present information to render technical assistance, or to obtain permission to map or sample soils in the survey area. The incumbent frequently represents the agency and must be sensitive to public relations.

8. PHYSICAL DEMANDS – LEVEL 8 (20 POINTS)

The work is divided between office and field. Work in the field requires regular and recurring physical exertion such as walking, climbing, bending, crossing rivers and creeks, and standing in water, excavating sampling sites, and carrying equipment and heavy samples over rough terrain. Office work includes desk work and work at computer terminals. The ability to operate a motor vehicle is essential. The incumbent must be in possession of a valid state driver's license.

9. WORK ENVIRONMENT – LEVEL 9 (20 POINTS)

The work involves moderate risks or discomforts which require special safety precautions, e.g., properly lifting a soil auger; working alone in remote areas (1 or 2 miles from the nearest road); exposure to hot and cold weather conditions; and exposure to animals and biting insects. Protective gear and clothing such as boots and gloves are normally required.

Total points = 2465 – GS-11 (Range –2355-2750)

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