

**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"/> NHQASCTOP13	3. REPLACES PD NUMBER

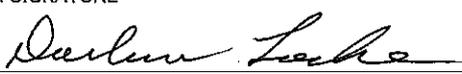
RECOMMENDED				
4. TITLE ASSISTANT STATE CONSERVATIONIST FOR OPERATIONS		5. PAY PLAN GS	6. SERIES 401/457/801	7. GRADE 13
8. WORKING TITLE (Optional) ASSISTANT STATE CONSERVATIONIST FOR OPERATIONS			9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE NATURAL RESOURCES SPECIALIST, SOIL CONSERVATIONIST or GENERAL ENGINEER						
11. PP GS	12. SERIES Interdisc	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	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 02/28/2008
31. NAME AND TITLE Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.	

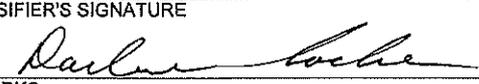
32. REMARKS: This is an interdisciplinary position and the titles, and series identified are appropriate depending on the qualifications of the References: OPM JFS PROFESSIONAL WORK, NATURAL RESOURCES MGT & BIOLOGICAL SCIENCES, SEPT 05 and OPM DEF/GRPS & SER: GEN ENGR SERIES, GS-801, JUN 69 Position is FLSA - Exempt. Modified 9/16/08 to add GS-457.MDL	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)	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
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						
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 ALPHAS = Agency Use			8 = Agency Use 9 = Agency Use		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							
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			I = Inact. A = Act.	MO DAY YEAR			MO DAY YEAR					
30. CLASSIFIER'S SIGNATURE										31. DATE					
										2-28-08					
32. REMARKS															
<p style="text-align: center;">This is an interdisciplinary position. The titles, and series identified are appropriate, depending on the qualifications of the incumbent: Natural Resources Specialist, Soil Conservationist, and General Engineer</p>															

STANDARD POSITION DESCRIPTION

This is an interdisciplinary position. The titles, and series identified are appropriate, depending on the qualifications of the incumbent:

Official Title: Natural Resources Specialist, Soil Conservationist, General Engineer

Working Title: Assistant State Conservationist Operations

Classification: GS-401-13, GS-0457, GS-801-13

Classified By: NHQ

Number: NHQASTCOP13

Date: 02/07/08 (Modified 09/16/08)

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

INTRODUCTION

This position is located on the State Conservationist's Staff, headquartered in the State Office (SO) of the Natural Resources Conservation Service (NRCS). As Assistant State Conservationist for Operations (ASTC-O), the incumbent serves as a member of the Leadership Team (LT) and shares in managing and directing functions involved in planning, organizing, and implementing a comprehensive soil, water, engineering and resource conservation and development program for the state. The incumbent of this position has responsibility for operations, and internal controls.

MAJOR DUTIES

1. Conservation Leadership (35%)

a. Provides leadership for overall field coordination to implement Conservation Technical Assistance (planning, practice design, and implementation of a wide variety of conservation practices requiring engineering, biological and social disciplines). The incumbent participates with the State Conservationist and other top management officials in and outside the agency in the formulation and establishment of State natural resource conservation policies and programs based on broad national agency objectives.

b. Assists the State Conservationist in the overall job of managing state and field operations involving various disciplines including; engineering, biological, and clerical support. Serves as a catalyst in the flow of information between organizational levels and between technical disciplines (engineering and biological) and administrative support within the state. Facilitates teamwork to meet program goals as related to operations/management. Provides functional guidance to field office personnel (biological, engineering, and administrative) in managing all resources and programs.

c. Provides assistance to the State Conservationist, staff specialists, and other offices on the integrated accountability systems process that includes; (1) workforce planning; (2) workload

analysis; (3) Performance Results System, and development of operations/management inventories, multi-year priorities and objectives, workload analyses, accomplishment reporting.

d. Provides leadership in the use of "operations management" tools in achieving program objectives of the State to adhere to broad national objectives.

2. Operations Management (30%)

a. Coordinates with the State Conservationist and Assistant State Conservationist (Field Operations) and State Staff, in developing a statewide agency business plan based upon the conservation partnership strategic plan. Coordinates program activities with the SLT to ensure compatibility, financial integrity, and accomplishment of state NRCS objectives.

b. Develops and implements a system of operational and program assessments and reviews to evaluate effectiveness of conservation planning and conservation practices accomplished (biological and engineered structures) to determine adherence to policy and technical standards. Reviews are coordinated with Assistant State Conservationist (Field Operations), State Conservation Engineer, State Resource Conservationist and other State Office staff, State Department of Agriculture, State Conservation Agency and local Conservation Districts, as appropriate.

c. Reviews proposed legislation relating to natural resources and resource conservation within the state, determines proper approach and action needed to ensure proper NRCS inputs to proposals, maintains working relationships with legislative staffs, analyzes enacted legislation, regulations and procedures, and recommends appropriate action.

d. Provides coordination on determining resource trends, opportunities and threats, strengths and weaknesses and critical issues for the future. Provides state leadership on evaluations of performance plan, budget integrity, that human resources management program provides for maximum workforce utilization to meet workload needs and promote diversity.

3. Customer Service/Relationship Management (25%)

a. Represents the NRCS at conferences or meetings relating to areas of responsibility. Establishes and maintains contacts and cooperative relations with Federal and state agencies, municipal and private organizations, and individuals on opportunities and problems of mutual interest.

b. Responsible for developing agreements with the Association of Soil and Water Conservation Districts, State/Federal agencies and/or local units of government for carrying out conservation activities. Negotiates transfer of matching funds or in-kind services subject to the STC approval.

c. Develops and maintains effective working relationships with the conservation districts and the State level natural resources agencies; other United States Department of Agriculture (USDA) agencies; other local, state, and federal agencies; environmental groups and organizations; and organizations interested in natural resources issues. Works with partners in the coordination of

departmental and other agricultural programs within the objectives of an overall soil and water conservation program.

4. Supervision (10%)

Supervises operational staff member(s). Responsibilities for staff member(s) include: planning and assigning work to be accomplished; developing and establishing performance plans and evaluating performance, providing for training and development; providing advice and counsel; interviews, recommends, promotes and reassigns candidates within the unit; hears and resolves employee complaints; effects disciplinary measures; and finds ways to improve production or increase the quality of the work directed.

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

COMP LEVEL – (Designated by State)

NOTE: This is an interdisciplinary position. The titles and series listed below are appropriate, depending on the qualifications of the incumbent:

Natural Resources Specialist, GS-401

Soil Conservationist, GS-457

General Engineer, GS-801

FACTOR EVALUATION

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

- a. Mastery of a professional field sufficient to apply soil conservation and/or engineering concepts, principles, laws, programs and precedents sufficient to develop, propose, and to make decisions or recommendations significantly changing, interpreting or developing important policies or programs; and skill in applying recent advances and research findings on land, soil and water use.
- b. Mastery knowledge of natural resource planning methods, techniques and precedents with skill sufficient to modify, alter and adjust existing criteria.
- c. Comprehensive knowledge of effective management of agency financial and human resources to formulate new conservation priorities and multiyear objectives.
- d. Mastery knowledge of organizational management and technical criteria of NRCS programs is essential to coordinate technical resources and program funds effectively.
- e. Mastery knowledge of NRCS and cooperating agency programs and policies is necessary to recognize needed changes in program direction and opportunities for interagency projects.
- f. Mastery skill in applying written and oral communication techniques to effectively present technical proposals, objectives, and goals to representatives of the federal, state and local organizations.

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

- a. The employee works under the general supervision and direction of the State Conservationist. Work is reviewed through the Service's regular reporting system, staff meetings, conferences, reviews and appraisals.
- b. The employee consults with the State Conservationist and provides input during the development of annual operational priorities, long range program budget levels, and State office policy on controversial issues relating to conservation programs and resource development projects. Provides leadership and guidance in the areas of strategic planning, operations, administration & programs. Works closely with the State Conservationist and members of the State Leadership Team to ensure a coordinated, effective natural resources conservation program within the state.

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

Guidelines include Laws, agency guidelines, policies and precedents. Guidelines provide information on program goals and objectives; however, the incumbent must interpret and define legislative and agency guides to appropriately measure and recommend improvements in the

efficiency of operating programs. The incumbent provides leadership and direction in the development of state policy guidelines and operating procedures.

4. COMPLEXITY - LEVEL 4-5 (325 POINTS)

Assignments are varied and diverse and involve different activities or subject matters and usually involve a variety of individuals and/or groups. Program activities are complicated by economic conditions throughout the state, as well as the improper use of land which has resulted in pollution, erosion, sedimentation, and the destruction of existing resource values.

Incumbent directs and provides complex administrative services for the state including, field offices and similar organizational structures. These services include human resources, financial management, management services (acquisition), and agency specific information technology.

There is an urgent need for natural resource conservation planning at all levels, including regional, state, planning and development district, county, community, and individual land units.

The incumbent develops strategic planning procedures in anticipation of long-term conservation issues and devises solutions resolving controversial, opposing viewpoints sustained by established, highly motivated interest groups. The incumbent plays a critical role in coordinating operations and programs with the other members of the State Leadership Team as well as dealing with NHQ, political leaders, and our local partners.

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

The purpose of the work is to evaluate conservation program requirements within the State and to develop strategic planning solutions which are technically feasible and compatible with goals and objectives of community and other governmental organizations. The interpretation of such requirements and conservation goals is a difficult, often work process where multiple, conflicting opinions, studies, and conclusions must be considered and a feasible course of action devised.

The work affects the accomplishment of natural resource conservation objectives throughout an economically important agricultural state. Completed work contributes to effective operation of other governmental agencies, as well as contributing significantly to NRCS operations regionally and nationally.

Policies developed in natural resources conservation affect not only NRCS activities in the state, but relationships with and activities undertaken by other agencies and organizations. Effective leadership is vital to the success of the state natural resources programs. Natural resources conservation is a broad discipline that embraces the fields of agronomy, engineering, soils, forestry, biology, recreation and many other biological and natural sciences. It is important that the incumbent have an understanding of the interactions among these separate fields in order to properly visualize the impact on operating programs and the plans of operations management in the total conservation program.

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

Contacts are non-routine and made with professional and administrative personnel both in and outside the agency such as members of conservation boards, other Federal, State, County, and municipal agencies and officials.

The incumbent represents NRCS in meetings with representatives of State and Federal agencies and local boards and commissions who have responsibility for coordinating conservation activities within the State. The incumbent assists the State Conservationist in maintaining cooperative relations with various organizations and groups interested in development and improvement of natural resources.

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

The purpose of the contacts is to persuade, influence and encourage unconvinced, indecisive individuals and organizations to agree upon conservation goals and objectives. The incumbent 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 incumbent 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 generally sedentary and usually performed in an office setting. There is some walking and travel to attend meetings and field reconnaissance away from the work site.

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

The work is usually performed in an office environment requiring common sense precautions typical of this setting.

Total points = 3190 (Range – 3155-3600)

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