

## Conservation Program Manager, GS-0343-09

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQPRGMMNG09	3. REPLACES PD NUMBER		5. PAY PLAN <b>GS</b>	6. SERIES <b>0343</b>	7. GRADE <b>09</b>
<b>RECOMMENDED</b>						
4. TITLE <b>CONSERVATION PROGRAM MANAGER</b>				5. PAY PLAN <b>GS</b>		
6. WORKING TITLE (Optional) <b>CONSERVATION PROGRAM MANAGER</b>				9. INCUMBENT (Optional)		
<b>OFFICIAL</b>						
10. TITLE <b>PROGRAM ANALYST</b>						
11. PP <b>GS</b>	12. SERIES <b>0343</b>	13. FUNC	14. GRADE <b>09</b>	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
17. CLASSIFIER						
<b>8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>						
1st	Natural Resources Conservation Service			5th		
2nd	State Conservationist			6th		
3rd				7th		
4th				8th		
<b>SUPERVISOR'S CERTIFICATION</b>						
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		
<b>FACTOR EVALUATION SYSTEM</b>						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	<b>FL 1-6</b>	<b>950</b>	6. Personal Contacts	<b>FL 6-3</b>		
2. Supervisory Controls	<b>FL 2-3</b>	<b>275</b>	7. Purpose of Contacts	<b>FL 7- B</b>	<b>110</b>	
3. Guidelines	<b>FL 3-3</b>	<b>275</b>	8. Physical Demands	<b>FL 8-2</b>	<b>20</b>	
4. Complexity	<b>FL 4-3</b>	<b>150</b>	9. Work Environment	<b>FL 9-2</b>	<b>20</b>	
5. Scope and Effect	<b>FL 5-3</b>	<b>150</b>	<b>TOTAL POINTS</b>		<b>1950</b>	
					<b>GRADE</b>	<b>GS-09</b>
<b>CLASSIFICATION CERTIFICATION</b>						
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 <b>06/12/2008</b>	
31. NAME AND TITLE <b>Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.</b>						
32. REMARKS:				33. OPM CERTIFICATION NUMBER		
REFERENCES: OPM PCS MGMT & PROGRAM ANALYSIS SERIES, GS-343, AUG 90, OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98 AND OPM ADMIN ANALYSIS GEG, AUG 90 <b>Position is FLSA - Exempt.</b>						

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>													
1. FUNCTION (1)		2. DEPT CD./AGCY-BUR-CD. (4) <b>AG 16</b>			3. SON (4)		4. MR. NO. (6)		5. GRADE (2)		6. IP NO. (8)		
<b>B. MASTER RECORD</b>													
1. PAY PLAN (2) <b>GS</b>		2. OCC. SERIES (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFFICIAL TITLE (36)					
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													
<b>C. INDIVIDUAL POSITION</b>													
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 0 = Excepted but not A,B,C			4. POS. SENS. (1) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sense		5. COMP. LEV. (4)			
6. WK. TITLE CODE (4)		7. WK. TITLE (36)											
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 = RREG 6 = Polloy 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 = PNE/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 <b>06/12/08</b>			
32. REMARKS													

## **STANDARD POSITION DESCRIPTION**

**Official Title:** Program Analyst

**Working Title:** Conservation Program Manager

**Classification:** GS-343-09

**Location:** Varies Within State

**Number:** NHQPRGMMNG09

**Date:** June 12, 2008

**Classified by:** NHQ

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

### **INTRODUCTION**

This position serves as the Conservation Program Manager assigned to a designated conservation location(s) within the state. The incumbent performs conservation program management duties to achieve an integrated system of land use programs and conservation treatment programs.

### **MAJOR DUTIES**

#### **1. Conservation Program Assistance - (60%)**

a. Assist in the administration to the field offices and/or assigned location(s); that may include property management, maintenance of records, and preparation of program 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 programs.

b. Supports program management and contract management within the assigned location(s), including setting priorities and development of ranking factors.

c. Provides input in the preparation of a business plan and coordinates activities that may include working the Soil and Water Conservation District, Resource Conservation and Development (RC&D) and other partners' and NRCS operating plans. May be responsible in establishing priorities, goals, progress reporting, and monitoring direct charge activities.

d. Assist in the continuous planning program to analyze and check progress of practice application, practice maintenance and need for updating of conservation program plans. Implements the principles of the Quality Assurance Plan in cooperation with program requirements.

f. Plans, analyzes, applies, and/or directs the planning and application of programs such as; structural, vegetative, cultural, and management practices. Determines practice need and feasibility; certifies extent; adequacy of established practices. Communicates

NRCS policies, directives, program objectives and priorities, and goals to NRCS personnel, partnering employees and the public.

## **2. Program Coordination - (40%)**

- a. Serves as program liaison to conservation partners to answer questions and provide guidance concerning NRCS conservation programs and other natural resources conservation activities. Resolves complex conservation program problems related to the development of planning activities.
- b. Provides program advice on basic conservation program issues requiring development of processes and procedures; recommends an appropriate program use. Serves as NRCS official on natural resources conservation programs. Resolves minor program issues within the assigned location(s).
- c. Coordinates the preparation and revision of resources conservation plans and long-term contracts on units of land within assigned locations. Reviews and analyses field surveys 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.

## **3. Civil Rights**

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. 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.

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

**COMPETITIVE LEVEL** - (Designated by State)

## **EVALUATION FACTORS**

### **1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-6 (950 POINTS)**

- a. Knowledge of conservation programs and the ability to develop resource conservation plans employing established program criteria.
- b. Knowledge of laws, regulations, and policies governing all applicable cost-share assistance programs to carry out program objectives.
- c. Knowledge of NRCS's organization, programs, missions, and functions of the organization along with knowledge of analytical and investigative/evaluative techniques necessary to plan and conduct management studies within assigned areas and to provide recommendations pertinent to alteration and revision of functional areas to improve management programs and systems.

### **2. SUPERVISORY CONTROLS - LEVEL 2-3 (275 POINTS)**

- a. Incumbent receives supervision from the designated supervisor. The supervisor makes assignments by describing and classifying the objectives to be achieved, priority levels and deadlines.
- b. Incumbent independently plans and carries out assignments in conformance with accepted policies and practices and interprets agency criteria in light of established objectives. Technical guidance is received from senior specialists.
- c. The supervisor provides assistance on controversial or unusual situations that do not have clear precedents. Completed assignments are reviewed for program consistency with agency requirements, and conformity with conservation goals.

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

- a. The incumbent typically refers to NRCS and local 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.
- b. 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 4-3 (150 POINTS)**

- a. Assignments include developing a variety of conservation plans involving rural and urban land uses, which require interpretation of soil, water, and environmental data to develop sound land use. Different conservation measures are applied to varied types of land units to obtain desired objectives.
- b. Conservation plans may involve land used for agricultural, recreational, commercial, residential or community purposes.
- c. Assignments are performed by applying sound natural resources conservation methods and techniques adapted to local conditions.

#### **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 conservation program assignments that motivate and lead individuals and organized groups of landowners and representatives of governmental agencies to apply recommended solutions. The incumbent prepares plans, analyses measures, and recommends solutions.

**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 recommend alternative conservation solutions and to negotiate with individuals and groups to pursue wise land-use decisions.

**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.

**Total points = 1950 (GS-09 Range - 1855-2100)**

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