

Soil Scientist, GS-470-11 (Area Office)

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER										
RECOMMENDED												
4. TITLE Soil Scientist							5. PAY PLAN GS	6. SERIES 0470	7. GRADE 11			
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)					
OFFICIAL												
10. TITLE Soil Scientist												
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER				
GS	0470		11	MONTH	DAY	YEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kayla D. Ascher				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)												
1st		Natural Resources Conservation Service					5th					
2nd		KS State Conservationists Off					6th					
3rd		Area					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 relationship 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					6. Personal Contacts							
2. Supervisory Controls					7. Purpose of Contacts							
3. Guidelines					8. Physical Demands							
4. Complexity					9. Work Environment							
5. Scope and Effect					27. TOTAL POINTS ▶					27. 0		
										28. GRADE ▶		28.
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					
31. NAME AND TITLE Jane Medina, Human Resources Manager												
32. REMARKS This position is determined to be EXEMPT from the provisions of FLSA. Evaluation statement on file.							33. OPM CERTIFICATION NUMBER					

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/M/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (8)	5. GRADE (2) 11	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0470	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Soil Scntst						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. 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) <input checked="" type="checkbox"/> X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YFAR	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) 1 = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT / REACT (6) MO DAY YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40)										
17. INTERDIS. TITLE CD. (50)										

C. INDIVIDUAL POSITION											
1. FLSA CD. (1) E E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) OY 0 = None 1 = CD 219 2 = CD 220		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 1N 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4) 0470			
6. WK. TITLE CD. (4)		7. WK. TITLE (38)									
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (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. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4) 7777	15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR		
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGE 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 Y = Perm N = Other		
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)											
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. DT. EMP. ASGN. (8) MO DAY YEAR		24. DT. ABOL. (8) MO DAY YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE							31. DATE				
32. REMARKS											

INTRODUCTION

Serves as a soil scientist assigned to the area office (AO) under the direct supervision of the assistant state conservationist for field operations (ASTC-FO). This position is responsible for assisting, guiding, and leading Natural Resources Conservation Service (NRCS) personnel, partners and external users in developing, interpreting, and using soils data. The incumbent leads a team of soil scientists responsible for technical soil services; conducting land assessments; providing training to NRCS personnel, partners, and students; assisting with public information programs; and maintaining the soil survey and its information within the assigned area.

DUTIES

Independently conducts or leads a soils team to investigate exigent conditions; conducts soils investigations; gathers samples for laboratory analyses; evaluates the impact of alterations to the land such as terracing, installed drains, and irrigation systems. Prepares and conducts special investigations such as drainage, salinity, alkalinity, sedimentation, and infiltration. Interprets the results of investigations and analyses conducted in order to prescribe measures for treatment, use, and management of the areas observed.

Provides training to NRCS personnel and partners in soils identification, productivity, suitability, and limitations; instructs individuals, both inside and outside the agency, on the use and interpretation of the soils survey, field investigation of soils, and the uses of resulting soils data. Training is provided to individuals as well as groups, and takes place in the field or classroom.

Collects and integrates field data, laboratory data, and uses field observations to identify specific problems and make recommendations as to changes in land use practices that will affect water usage, sedimentation, and condition of the land. Prepares narrative reports which contain comprehensive descriptions that identifies soil properties, and interpretations in support of recommendations on suitability of recommended treatment.

Provides overall area leadership for collection, tabulating, analyzing, and evaluating soils data for program activities; such as, National Resources Inventories (NRI) and programs associated with the current Farm Bill, land evaluation and site assessments, and the Farmland Protection Policy Act.

Serves as the team leader in conducting wetland determinations for Food Security Act (FSA) programs and the Corps of Engineers (COE) 404 programs. Keeps current on all NRCS, COE, and U.S. Fish and Wildlife Service policies and procedures necessary to make accurate determinations. Also uses this guidance to provide accurate wetland information to NRCS personnel and the public as it relates to FSA programs and the Clean Water Act (CWA). Serves as the area liaison with related agencies in matters concerning wetland and CWA issues. Serves as the area leader for quality assurance compliance with the Swampbuster portion of the FSA.

Completes geological investigations for engineers and their project design. Provides technical guidance to other NRCS staff in the AO. Coordinates to ensure that all of the objectives and goals of assigned projects are met.

Provides soils information and interpretations, and as necessary, explains data to users such as land owners, producers, and units of local government; such as, planning commissions, county commissioners, and school boards. Data provided may include soil type, soil suitability for various uses, and identification of prime agricultural lands. Soils information may be presented in narrative, table, or map form.

Provides area leadership in keeping the soils section of the Field Office Technical Guide (FOTG) current for counties in assigned area. Maintains and updates AO and field office (FO) soils databases, including toolkit soils databases. Maintains and updates the highly erodible land (HEL) and hydric soils list for counties in assigned area. Maintains and updates the National Soil Information System (NASIS) data base to ensure technical accuracy for use in electronic FOTG (eFOTG), Soil Rating for Plant Growth (SRPG), and FSA programs. Ensures the technical accuracy of all soils information. Assists in the preparation and revisions of technical standards based on capability groupings.

Prepares news articles on soil science and related conservation practices. Makes public presentations on soils and conservation activities, as requested. Prepares exhibits of soils monoliths. As appropriate, carries out other informational activities.

Provides leadership in maintaining the soil surveys in the assigned area. Conducts the necessary soil investigations to identify soil survey update and maintenance needs and submits work plans to address those needs. Recommends, plans, and participates in special soils studies to improve the understanding of soil properties and interpretation of soil series found within the assigned area. This includes soil characterization studies, transects, and pedon descriptions. Prepares interpretations of soil survey data for use by NRCS personnel and other interested groups or individuals.

Supervises other resource soil scientist(s) assigned to the area.

Performs related duties as assigned.

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.

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.

Responsible for leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS program services and civil rights practices are carried out without regard to race, color, religion, sex, marital status, age, handicap, national origin, or political affiliation.

To perform the above duties, the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid state driver's license is required.

NATURE OF ASSIGNMENT

The incumbent provides assistance to the ASTC-FO in the collection, development, and use of soils data in an assigned area (normally 20 to 25 counties). Land within this area is made up of crop and rangeland, with diversified crops and large ranches. Urban development, with associated problems, is occurring around the major towns.

The area is fairly well mapped, but site-specific issues are a regular occurrence. Considerable judgment is required to identify specific local conditions and to adapt procedures and interpret policies to meet those conditions.

The incumbent is required to develop a variety of informational materials, both for use by other technical experts and for use by the general public.

SUPERVISION RECEIVED

General supervision is received from the ASTC-FO. The incumbent develops soils work schedules according to priorities established by the ASTC-FO. Technical guidance is available from higher graded soil scientists in the state and headquarters office. The supervisor checks progress of work through regular staff conferences and reports, while the state soil scientist or higher graded soil scientist, occasionally check resource data and reports for accuracy and adequacy.