

**Cartographer, GS-1370-09  
(Salina, Kansas)**

**POSITION DESCRIPTION  
COVER SHEET**

<b>REASON FOR THIS POSITION</b>		
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 3. REPLACES PD NUMBER

<b>RECOMMENDED</b>					
4. TITLE Cartographer			5. PAY PLAN GS	6. SERIES 1370	7. GRADE 09
8. WORKING TITLE (Optional)			9. INCUMBENT (Optional)		

<b>OFFICIAL</b>						
10. TITLE Cartographer						
11. PP GS	12. SERIES 1370	13. FUNC 99	14. GRADE 09	15. DATE MONTH   DAY   YEAR		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER Kayla D. Ascher

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>	
1st Natural Resources Conservation Service	5th
2nd KS State Conservationists Off	6th
3rd Resource Conservation Staff	7th
4th Salina 760 S Broadway	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 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
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			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 ▶

<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
31. NAME AND TITLE Jane Medina, Human Resources Manager	
32. REMARKS This position is determined to be NONEXEMPT 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*

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 046475	5. GRADE (2) 09	6. IP NO. (8)

<b>B. MASTER RECORD</b>										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1370	3. OCC. FUNC. CD. (2) 99	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Cartog			6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD			7. SUP. CD. (1) 8
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		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)										

<b>C. INDIVIDUAL POSITION</b>											
1. FLSA CD. (1) N	2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 1370			
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						
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 G 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. (6) MO   DAY   YEAR		24. DT. ABOL. (6) 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**

The position is located on the Resource Conservation Staff (RCS) in the Kansas State Office (SO). The incumbent serves as a geographic information systems (GIS) specialist and provides support in statewide cartography and remote sensing activities and programs.

## **DUTIES**

Provides GIS products and services in support of state Natural Resources Conservation Service (NRCS) programs and activities. Requests for such assistance are coordinated through the state GIS specialist.

Serves as an integral member of the RCS and is responsible for acquiring data from both internal and external sources.

Develops cartographic products and tabular reports from geospatial data to support state, area, and field service center staffs as well as other partners and customers.

Maintains the Kansas data library through cataloging and archiving data.

Responsible for ortho-rectifying and image-processing satellite data to be used in natural resource planning.

Responsible for managing data requests and reporting progress.

Responsible for digitizing natural resource data using GIS software in support of natural resource planning.

Assists in updating and maintaining geospatial data on service center servers and provides cartographic support for NRCS field operations.

Conducts limited analysis of geospatial data in support of statewide programs and activities.

Performs other 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.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively 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.

## **CONDITION OF EMPLOYMENT**

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

## **EVALUATION FACTORS**

### **I. Knowledge Required by the Position**

Knowledge of various operating systems and computer programs such as Microsoft Word, Microsoft Excel, and Microsoft Access in order to organize, manage, and catalog cartographic data.

Knowledge of Environmental Systems Research Institute (ESRI) GIS software, specifically ArcInfo, ArcView, and ArcGIS, in order to develop cartographic and geospatial products and manage geospatial data.

Ability to identify and analyze problems, generate alternatives, and make decisions in order to ensure efficient processes and quality products.

Ability to communicate with others (e.g., orally, Text Telephone [TTY], sign language, or lip reading, etc.) in order to express ideas and facts, make effective presentations, and facilitate an open exchange of ideas.

Ability to examine and analyze observations, prepare continuous data profiles, search for anomalies, and make preliminary conclusions as to their significance in order to develop cartographic products and tabular reports.

Ability to inspect and edit digital geospatial data in order to ensure compliance with specifications and certify it for inclusion in the database and process data through appropriate software routines to produce color-separate map layers for printing.

Ability to coordinate phases of assignments, apply scientific knowledge and judgment in order to manage, and analyze geospatial data.

### **2. Supervisory Controls**

The incumbent is under the direct supervision of the state resource conservationist. The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the cartographer with unusual situations which do not have clear precedents. The incumbent plans and carries out necessary steps to complete assignments in accordance with instructions, policies, previous training, and accepted cartographic practices. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy. The methods used in arriving at the end results are not usually reviewed in detail.

### **3. Guidelines**

The incumbent uses many and varied guidelines including, established procedures, practices, or techniques in performing the work. The incumbent is responsible for selecting and making minor adaptations to procedures and accepted practices and handling unexpected conditions that may arise in the normal course of the assignment. In addition, the incumbent must exercise judgment in applying standard cartographic practices to new situations and in relating new work situations to precedent ones.

### **4. Complexity**

Assignments may consist of minor phases of a broader assignment in which complex features occur. Incumbent is expected to apply standard cartographic practices to new situations. He/she uses initiative to solve problems relating to complex map finishing, revision, automated cartography, and

digital data. Assignments also involve applying standard practices of other scientific disciplines as they relate to cartography.

#### 5. Scope and Effect

The purpose of the work is to produce cartographic, remote sensing, and geographic referenced data in support of a variety of user systems; to investigate and analyze any problems on conditions; and to provide or recommend ways of dealing with them. Incumbent's determinations affect accuracy, reliability, and timeliness of projects and/or the design of maps, data, or operations of cartographic and GIS instruments and equipment.

#### 6. Personal Contacts

Personal contacts are with individuals or groups from outside the employing agency, including officials or representatives of other agencies, state and local governments, or private industrial concerns that are either under contract or want to do business with the government.

#### 7. Purpose of Contacts

The purpose of contacts is to plan and coordinate work efforts involving others, advise on or discuss contract requirements, and resolve problems. People contacted are usually working toward a common goal and are generally cooperative.

#### 8. Physical Demands

The work is primarily sedentary although there may be some walking, standing, and carrying of source material.