

Cartographic Aid, GS-1371-04

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET				
<input type="checkbox"/>	1. NEW	<input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/>	3. REPLACES PD NUMBER				
RECOMMENDED									
4. TITLE Cartographic Aid					5. PAY PLAN GS	6. SERIES 1371	7. GRADE 04		
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)				
OFFICIAL									
10. TITLE Cartographic Aid									
11. PP GS	12. SERIES 1371	13. FUNC	14. GRADE 04	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Kayla D. Ascher	
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)									
1st Natural Resources Conservation Service				5th					
2nd KS State Conservationists Off				6th					
3rd Technical Services Staff				7th					
4th Salina 760 S Broadway				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	FLD 1-3	350	6. Personal Contacts	Level 1A	30				
2. Supervisory Controls	FLD 2-2	125	7. Purpose of Contacts						
3. Guidelines	FLD 3-2	125	8. Physical Demands	FLD 8-2	20				
4. Complexity	FLD 4-2	75	9. Work Environment	FLD 9-1	5				
5. Scope and Effect	FLD 5-2	75	27. TOTAL POINTS ▶			27. 805			
					28. GRADE ▶		28. GS-04		
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 09/16/03				
31. NAME AND TITLE Jane Medina, Human Resources Manager									
32. REMARKS This position is determined to be NONEXEMPT from the provisions of FLSA.					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. (6)	5. GRADE (2) 04	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1371	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Carto Aid						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	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 Std. 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		12. INACT / ACT (1) 3 = Foreign Svc. Blank = NA		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) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION																																									
1. FLSA CD. (1) N = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 0Y		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) 1N		0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4) 1371																									
6. WK. TITLE CD. (4)		7. WK. TITLE (38) sup:																																							
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 (6) 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 = RGEG 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 = Perm N = Other																									
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)										<table border="0"> <tr> <td>Normal Act</td> <td>Maintenance Review Act</td> <td>Results</td> </tr> <tr> <td>1 = Desk Audit</td> <td>5 = Desk Audit</td> <td>1 = No Action Req.</td> </tr> <tr> <td>2 = Sup. Audit</td> <td>6 = Sup. Audit</td> <td>2 = Minor PD Change</td> </tr> <tr> <td>3 = Paper Rev.</td> <td>7 = Paper Rev.</td> <td>3 = New PD Req.</td> </tr> <tr> <td>4 = PME / Activity Rev.</td> <td>8 = Panel Rev.</td> <td>4 = Title Change</td> </tr> <tr> <td></td> <td></td> <td>5 = Series Change</td> </tr> <tr> <td></td> <td></td> <td>6 = Pos. Upgrade</td> </tr> <tr> <td></td> <td></td> <td>7 = Pos. Downgrade</td> </tr> <tr> <td></td> <td></td> <td>8 = New Pos.</td> </tr> <tr> <td></td> <td></td> <td>9 = Other</td> </tr> </table>		Normal Act	Maintenance Review Act	Results	1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change			5 = Series Change			6 = Pos. Upgrade			7 = Pos. Downgrade			8 = New Pos.			9 = Other
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32. REMARKS																																									

INTRODUCTION

This position is located on the Technical Services Staff, Kansas State NRCS Office. The incumbent serves as a Cartographic Aid providing assistance to the Geographic Information System (GIS) section in support of natural resource activities.

DUTIES

Assists the digitizing supervisor in the development of digital soil surveys for the Soil Survey Geographic Database (SSURGO) initiative.

Operates spatially-based software packages including, but not limited to, ArcGIS on XP workstations operation in a Windows environment to develop digital data layers. Utilizes various output devices to generate map products.

Provides status reports for various soil digitizing projects.

Creates routine backups of digitized data on CDs or hard drive.

Performs quality control to reduce digitizing errors and correct compilation or publication errors present in the source material.

Provides assistance to cartographers in the development of digital data for state-wide and national natural resources geographic information systems.

Performs other 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.

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.

EVALUATION FACTORS1. Knowledge Required by the Position

FLD 1-3 350 points

Sufficient knowledge of Windows-based operating systems to perform routine file management and operate Windows software.

Knowledge of GIS principles sufficient to perform routine cartographic tasks in the ArcGIS and command line ArcInfo environment.

Ability to read and interpret data from soil survey compilations to use for attributing digitized data.

Ability to compose standard checkplot maps for review.

Sufficient understanding of soil survey publications to use them in reviewing and correcting digitized data.

2. Supervisory Controls

FLD 2-2 125 points

The incumbent is under the supervision of a cartographer who assigns work, deadlines, and priority of assignments.

Specific instructions are given for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The aid uses initiative in carrying out recurring assignments without specific instructions but refers deviations, problems, and unfamiliar situations to a higher-graded employee for decision or help. The supervisor assures that finished work and methods are technically accurate.

3. Guidelines

FLD 3-2 125 points

The incumbent is provided detailed established guidelines in the area of assignment and uses established procedures, practices, or techniques to perform the work. The incumbent must use discretion in selecting alternative approaches, however, situations requiring significant deviations from existing guidelines are referred to the supervisor for resolution.

4. Complexity

FLD 4-2 75 points

Assignments include a range of related tasks or steps within one or more stages of the map or chart making process, which involve no significant problems. Incumbent must be able to adhere to appropriate sequential steps or tasks and must recognize deviations in results obtained.

5. Scope and Effect

FLD 5-2 75 points

The purpose of the work is to assist staff members in the development of a SSURGO spatial data set. The work requires a knowledge of technical cartographic methods and practices

involving one or more stages of the map or chart making process and skill in the use and operation of instruments and equipment. Work efforts affect the timeliness, accuracy, reliability, and acceptability of further operations in the map or chart making process.

6. Personal Contacts

Level 1 30 points

Personal contacts are primarily with a cartographer within the immediate work unit engaged in work related to assignments. Secondary contacts may be with a soil scientist also engaged in work related to assignments.

7. Purpose of Contacts

A

Contacts are primarily for the purpose of obtaining, relaying, or exchanging information which is relatively simple to complex technical data.

8. Physical Demands

FLD 8-2 20 points

The work is mostly sedentary; however, some lifting, bending, and carrying is required to move and service equipment, handle source materials and supplies, and arrange office space. The work requires a marked degree of hand-eye coordination, dexterity, and concentration and involves regular and recurring periods of prolonged sitting at drafting light tables, digitizing tablets, and computer workstations.

9. Work Environment

FLD 9-1 5 points

Work is performed in an office setting where normal temperatures, humidity, adequate lighting, and control of noise levels are maintained.

This position is determined to be nonexempt from the provisions of FLSA.