

Soil Conservationist, (Water Resources Staff)
GS-457-12

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET			
<input type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER						
RECOMMENDED								
4. TITLE Soil Conservationist					5. PAY PLAN GS	6. SERIES 0457	7. GRADE 12	
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)			
OFFICIAL								
10. TITLE Soil Conservationist								
11. PP GS	12. SERIES 0457	13. FUNC 91	14. GRADE 12	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 Water Resources 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 1-7	1,250	6. Personal Contacts	FLD 6-3	60			
2. Supervisory Controls	FLD 2-4	450	7. Purpose of Contacts	FLD 7-3	120			
3. Guidelines	FLD 3-4	450	8. Physical Demands	FLD 8-1	5			
4. Complexity	FLD 4-5	325	9. Work Environment	FLD 9-1	5			
5. Scope and Effect	FLD 5-4	225	27. TOTAL POINTS ▶			27. 2,890		
					28. GRADE ▶		28. GS-12	
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 based on the PROFESSIONAL Exemption criteria.					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/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 022245	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0457	3. OCC. FUNC. CD. (2) 91	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Soil Conservst						
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	9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT. CLASS (6) MO DAY YEAR 09/23/98	
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)										
(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) E	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) 1N	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4) 457					
6. WK. TITLE CD. (4)		7. WK. TITLE (38) sup: 90113572														
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (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. (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) 20 4900 169		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 = RGEN 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

This is a soil conservationist position assigned to the Water Resources Staff and is under the general, technical, and administrative supervision of the Assistant State Conservationist for Water Resources (ASTC). The incumbent provides staff leadership for assigned programs statewide.

DUTIES

Provides program management assistance and technical support for the Wetlands Reserve Program (WRP), Farm and Ranch Lands Protection Program (FRPP) and coordinates statewide implementation of the Farmland Protection Policy Act (FPPA). Provides program management assistance and technical support for other programs as assigned.

Maintains program policy and issues state directives to provide guidance to field personnel on program delivery.

Develops and maintains electronic databases to monitor the status of existing and pending contracts, easements, and agreements relating to assigned program responsibility. Completes follow-up as necessary to ensure timely acquisition and implementation of program contracts and easements.

Serves as Contracting Officers Technical Representative (COTR) for the WRP.

Performs quality reviews across the state to ensure the quality of program implementation. Evaluates deficiencies found during reviews and provides an analysis of alternatives to correct deficiencies.

Identifies training needs for state, area, and field personnel on program-related subjects. Prepares and provides needed training on all aspects of program administration and delivery.

Coordinates and leads interdisciplinary teams, as necessary, to address program issues and needs. Serves as a member of the area WRP teams and works directly with field office staff and landowners on initial planning and easement acquisition.

Establishes and maintains positive working relations with other federal, state and local agencies and organizations on problems of mutual interest to soil and water conservation programs.

Participates in meetings with other agencies, universities, groups, units of government, and other individuals in the planning and implementation process of these programs.

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 that 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 FACTORS

1. Knowledge Required by the Position

Level 1250 points

Professional knowledge of a broad range of conservation programs, policies, and procedures in order to provide guidance for such programs as the Wetlands Reserve Program (WRP), Farm and Ranch Lands Protection Program (FRPP), Farmland Protection Policy Act (FPPA) and other farm policy legislative provisions.

Ability to provide leadership to individuals and groups in order to direct and support the operation of conservation programs throughout the state.

Ability to effectively work with others within NRCS and other federal, state, and local agencies in order to motivate, persuade, and implement conservation programs throughout the state, provide leadership and training on program administration and delivery; and maintain cooperative relationships to individuals and groups.

Ability to communicate with others (orally, tdd, lip reading, sign language, etc.) in order to support and provide program guidance on complex and often controversial issues to diverse groups and individuals.

Ability to communicate in writing in order to provide written direction on program policy and procedure, and document the planning and application of program activities to meet NRCS strategic goals.

Knowledge of NRCS programs, policies, and procedures in order to identify training needs and provide program management assistance and technical support for assigned programs.

Ability to analyze and interpret technical information in order to evaluate national and state technical policy and make decisions on all Service program activities in the state.

Comprehensive knowledge of program appraisal techniques and procedures in order to perform statewide quality reviews to ensure the quality of program implementation.

2. Supervisory Controls

Level 2-4 450 points

The incumbent receives overall guidance and supervision from the ASTC for water resources, who determines the resources available to carry out the work. Objectives and planned accomplishments are set forth in the Business Plan, which is developed through consultation with the supervisor.

The incumbent plans and completes assigned work devising the methods, actions and responses in order to resolve problems encountered enroute to achieving planned objectives. The work is coordinated with field, area, and state staffs, and with other federal, state, and local government representatives as appropriate.

Completed work is periodically reviewed by the ASTC and by higher-level agency teams for progress toward the Business Plan, and for compliance with NRCS policy.

3. Guidelines

Level 3-4 450 points

The incumbent typically refers to the national and state technical policy and procedures manuals, the General Manual, the state Business Plan, multi-year plans, state agricultural college reports, professional journals, and soil and water conservation publications. Available guidelines are often inadequate for resolving technical, financial, and physical resource issues that occur in the course of analyzing and implementing conservation plans, land treatment programs, long-term contracting, etc., and for resolving contested, difficult questions. The incumbent must use initiative and experienced judgment gained through work-related problem-solving activities to modify commonly accepted conservation methods and practices and develop techniques appropriate to achieve the desired conservation objectives in solving the soil and/or water resource deficiencies encountered.

4. Complexity

Level 4-5 325 points

Work assignments involve assisting state, area, and field office staffs to develop a broad variety of soil and water conservation plans, projects and measures for a diversified group of landusers including units of government. The incumbent considers a variety of factors affecting and influencing proposed resource development plans. Complex topographical features must be weighed in devising appropriate treatment measures, reconciling of different project development objectives, and demonstrating feasible courses of action. The incumbent independently studies and analyzes a range of information, physical and economic data, probable results of the optimum and alternative courses of action, and recommends selection of specific plans and measures. Typically, conservation methods and measures are modified to accommodate local conditions.

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 planning and program criteria that are technically feasible and compatible with the goals and objectives of community and other governmental organizations. The interpretations of such requirements and conservation goals are a difficult, often controversial, work process where multiple, conflicting opinions, studies and conclusions must be considered and a feasible course of action devised.

The work affects the achievement of agency goals for the state and region and impacts on the operations of other federal agencies, state, and local units of government.

6. Personal Contacts

Level 6-3 60 points

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

7. Purpose of Contacts

Level 7-3 120 points

The purpose of the contacts is to persuade, influence, and encourage unconvinced, indecisive individuals and organizations to agree upon conservation goals and objectives. Contacts with field office personnel are to provide leadership and training and to advise on the development of new policies and techniques. The incumbent uses tact and diplomacy to obtain a consensus of action among persons having dissimilar opinions.

8. Physical Demands

Level 8-1 5 points

The incumbent's work is mostly sedentary and performed in an office setting. There may be some walking, standing, bending, carrying of light items such as books, small equipment, along with walking and travel to attend meetings away from the work site.

9. Work Environment

Level 9-1 5 points

The work includes everyday risks and discomforts typical of offices and meeting rooms. There may be frequent trips to field offices.

This position is determined to be exempt under the professional exemption criteria of FLSA.