

Interdisciplinary - GS-401-12, GS-471-12, GS-457-12

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 Natural Resource Specialist					5. PAY PLAN GS	6. SERIES 0401	7. GRADE 12
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Natural Resource Specialist							
11. PP GS	12. SERIES 0401	13. FUNC 51	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 Resource Conservation 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	Level 1-7	1,250	6. Personal Contacts				
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 3C	180		
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-2	20		
5. Scope and Effect	Level 5-4	225	27. TOTAL POINTS ▶			27. 2,920	
					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) 111594	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0401	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0071	5. OFF. TITLE (38) Natr Resource Spectst						
6. HQ. FLD. CD. (1) ◀ 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. 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 06/15/07	
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. AGCY. USE (10)
16. INTERDIS. SER. (40)										
(4) 0460	(4) 0471	(4) 0457	(4)	(4)	(4)	(4)	(4)	(4)	(4)	
17. INTERDIS. TITLE CD. (60)										
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	

C. INDIVIDUAL POSITION																			
1. FLSA CD. (1) E		◀ E = 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) 0401	
6. WK. TITLE CD. (4)				7. WK. TITLE (38)															
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					
917812																			
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)								19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD (1) Y							
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															
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																			
Normal Act				Maintenance Review Act				Results											
1 = Desk Audit		2 = Sup. Audit		3 = Paper Rev.		4 = PME / Activity Rev.		5 = Desk Audit		6 = Sup. Audit		7 = Paper Rev.		8 = Panel Rev.					
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																			

Classifiable in any one of the following:

Natural Resource Specialist, GS-401-12
Conservation Agronomist, GS-471-12
Soil Conservationist, GS-457-12
Biologist, GS-401-12

INTRODUCTION

This position is located on the Resource Conservation Staff, headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in Kansas. The incumbent serves as the agronomy and water quality specialist for the state of Kansas providing technical assistance to further the improvement and protection of the quality of Kansas surface and groundwater resources.

DUTIES

Provides guidance in the development of water quality aspects of conservation and land use measures in regard to NRCS program activities Conservation Technical Assistance (CTA), Food Security Act (FSA), Resource Conservation and Development (RC&D), Watershed Program (Public Law [PL]-566), Conservation Reserve Program (CRP), Conservation Security Program (CSP), Environmental Quality Incentives Program (EQIP), Wildlife Habitat Incentives Program (WHIP), and Wetlands Reserve Program (WRP).

Works with other federal, state, and local entities (including watershed groups, RC&D councils, conservation districts [CDs], irrigation districts, and land users) to address water quality needs as outlined by the U.S. Environmental Protection Agency (EPA)/Kansas Department of Health and Environment (KDHE) Clean Water Act, Section 303(d), Impaired Waters, and Total Maximum Daily Loads (TMDLs).

Provides state-wide leadership for water quality activities and issues for NRCS in Kansas. Serves as the primary contact with other entities concerning water quality issues and state-wide conservation planning activities. Assists in gathering and transferring water quality technology and monitors information from projects/entities in Kansas and other states. Attends appropriate water quality conferences in order to stay abreast of current issues and information.

Recommends and assists in formulating state policies related to agronomy and water quality. Works with interdisciplinary and interagency teams to develop area-wide natural resources assessments. Assists in identifying, incorporating, and developing agronomic and water quality components of conservation practices and conservation

systems into the electronic Field Office Technical Guide (eFOTG) and other technical manuals. Develops and/or reviews resource management systems (RMSs) that address agronomic and water quality RMSs and quality criteria for Section III of the FOTG.

Serves as technical adviser to and assists the State Resource Conservationist (SRC) in planning, guiding, and coordinating the agronomic and water quality RMSs within the total conservation program.

Provides state-wide leadership for agronomic activities and issues for NRCS in Kansas. Serves as the primary contact with other entities concerning agronomic issues and works with area and field office (FO) personnel in analyzing agronomic problems and needs, recommends practices that provide a balanced soil, plant, and water conservation program. Determines priorities and develops realistic plans for getting such practices established and recommends procedures and techniques adapted to local conditions.

Conducts inspections of agronomic activities in the state for adherence to service policies and standards. Prepares reports containing findings and recommendations.

Participates with other agencies in joint efforts to improve the agronomic phase of conservation planning, such as state agricultural experiment stations, the Agricultural Research Service, and others. Works with state university agronomy specialists in assembly of crop yield information as well as other agronomic information jointly developed. Prepares materials arrived at during such joint activities for distribution to NRCS field personnel.

Develops and provides, in both formal and informal settings, training to NRCS FO personnel; Technical Service Providers (TSPs); CD personnel; professional consultants; and local, state, and federal government personnel.

Provides assistance and training to field personnel in the applicability and use of the Manure Management Planner (MMP), Animal Feeding Operation Professional (AFOPRo), Revised Universal Soil Loss Equation Version 2 (RUSLE2), and the Wind Erosion Equation (WEQ).

Prepares job sheets, technical notes, training materials, and other instructional materials as needed for distribution to FOs.

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 working environment and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights 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

1. Knowledge Required by the Position, Level 1-7, 1250 points

Professional knowledge of ground and surface water quality issues in order to identify and assist with a broad range of complex issues on a state-wide basis.

Knowledge of the NRCS planning process in order to identify problems, formulate alternatives, and analyze impacts. Knowledge of NRCS regulations, guidelines, and conservation programs in order to integrate assigned activities with overall programs and objectives.

Knowledge of federal conservation programs including FSA, RC&D, PL-566, CRP, CSP, EQIP, WHIP, WRP, plant materials, and state programs as they relate to resource conservation planning in order to provide technical guidance, interpretations, and recommendations to all FOs in the planning and application of biological resource management systems.

Knowledge of EPA/KDHE Clean Water Act, Section 303(d), (in particular the Impaired Waters, Tad's, and the 319 Non-Point Source pollution programs) and the U.S. Army Corps of Engineers (COE), Section 404, and KDHE, Section 401, permitting programs that affect activities involving waters of the United States (U.S.) and waters of the state to assist in effective implementation of water quality activities.

Knowledge of stream mechanics, stream assessment procedures, and stream restoration to assist in gathering and transferring water quality technology and monitoring information.

Ability to communicate with others and to develop effective working relationships with other NRCS employees and technical specialists from other agencies and organizations in order to express facts, facilitate the open exchange of ideas, make presentations, and provide training to others to effectively perform assigned duties.

Knowledge of computers to integrate various program activities, technical, and management functions in area and FO operations and to provide training in planning and biological science technical applications.

Knowledge of leadership principles necessary to effectively conduct an area-wide comprehensive technical agronomic and water quality management program targeted to both professional and non-professional resource managers and land users.

In-depth knowledge of agricultural economics, agronomy, biology, soils, range, wildlife, woodland, water quality, waste management, and the effects of conservation practices to facilitate the development, adaptation, and use of resource data for broad-based agronomic and water quality planning activities.

2. Supervisory Controls, Level 2-4, 450 points

The incumbent is under the supervision of the SRC who establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, projects, and deadlines.

The incumbent is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The incumbent resolves most problems that arise and coordinates the work with other plant scientist specialists headquartered in the SO. The incumbent interprets and applies program policy in terms of established objectives and keeps the supervisor informed of progress, potentially controversial problems, concerns, issues or other matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, producing expected results, and compatibility with other work.

3. Guidelines, Level 3-4. 450 points

Guidelines at this level are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects of agronomic and water quality resource management. The incumbent is required to deviate from conventional methods and practices or develop new and modified techniques and methods for obtaining effective results.

The employee uses general guidelines and precedents regarding NRCS policy, statements, and objectives (i.e., handbooks, manuals, directives). Guidelines specific to assignments are often limited, not applicable, or have gaps in specificity and require considerable interpretation and/or adaptation for application to specific issues and complex problems.

The employee uses judgment, initiative, and resourcefulness in deviating from established methods to make recommendations on technical changes that may have state-wide significance. This may require the employee to analyze conditions and assumptions on the basis of inconclusive and variable data and to select, adopt, and apply the appropriate criteria, methods, and procedures to the conditions present.

4. Complexity, Level 4-5, 325 points

Work assignments are varied and diverse and involve broad and varied resource conservation activities (i.e., analyzing the quality and quantity of resource plans and/or application of resource systems within the state). Assignments also include developing standards, methods, and techniques to extend existing practices and procedures; proposing solutions that have highly visible political consequences; formulating solutions to controversial problems; and anticipating future trends and requirements. The incumbent must be proficient at multi-tasking and managing numerous tasks and multiple priorities.

Work involves performing a variety of natural resource management duties that requires an in-depth analysis of problems and issues throughout the state. Work also involves coordinating and planning activities that cover multiple resource programs and developing new methods and techniques to resolve problems.

The employee must analyze issues involving uncertainties as to the most effective approach to apply. Other issues involve serious conflicts on program direction, administrative and legal requirements, and continually changing program requirements and technological developments. Major resource problems involving complicating factors include wind and water erosion, degradation of surface and groundwater quality, and land use changes.

Assignments include reviewing and analyzing proposed and current resource policies affecting NRCS with diverse topographical, soil, and land use conditions. The employee is considered an expert and provides technical guidance, interpretations, and recommendations in planning and application of resource management activities throughout the state.

Work involves working with various state and federal agencies, local units of government, organizations, and consultants in resolving sometimes sensitive problems dealing with wildlife management, water quality, erosion, and sediment control. Negotiations involving compromises with present standards and specifications may be necessary. Innovative efforts will be necessary to solve resource problems.

5. Scope and Effect, Level 5-4, 225 points

The incumbent develops new or vastly improved techniques or solutions to specific problems in water quality and agronomic activities and coordinates results with other related resource activities throughout the state. He/she advises on, plans, or reviews specific problems, programs, or functions that occur within the state. The results of the work directly influence the effectiveness and acceptability of agency goals, programs, and/or activities and the success of private consultants and non-agricultural land users in their application of technically sound RMS on non-agricultural land that benefits the general population.

Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions. It also involves developing new or improved techniques, criteria, or alternatives to meet requirements involving specific biological and environmental issues and activities, and assessing program effectiveness in the state. The employee ensures a correct understanding of rangeland and pasture management principles of soil and water conservation activities and their application by state and federal agencies and local units of government personnel, consultants, TSPs, and private land users.

6. Personal Contacts

7. Purpose of Contacts, Level 3C, 180 points

Personal contacts are with other NRCS personnel at the field, area, and SO levels and with local and area district supervisors and employees. Non-routine contacts are also made with private landowners, professional consultants, agricultural colleges, universities, experiment stations, plant scientists, researchers, plant breeders, agricultural commodity associations, news media, and representatives from other federal, state, and local agencies, and units of government and universities.

Contacts are for the purpose of providing technical guidance, assessing the need for and providing training, and assuring that high quality technical assistance is being provided and are necessary to carry out a strong and unified effort in the planning and application of resource management practices.

The incumbent will be called upon to access, develop, and implement training for these various groups in the ecological science practices area and resource planning and application. In all cases the incumbent must be tactful and diplomatic to achieve a consensus among people who have differing opinions.

8. Physical Demands, Level 8-2, 20 points

The work is sedentary and usually performed while seated at a desk. There is some walking and travel to attend meetings away from the work site. On trips to the field, there may be some physical exertion requiring the incumbent to stand for long periods and/or walk on rough, uneven, or rocky terrain.

9. Work Environment, Level 9-2, 20 points

Most work is performed in an office setting. Fieldwork occurs in a broad range of conditions from cropland to urban. Occasional travel to field locations may require special protective clothing and safety precautions. Work is often done along streams, roadways, and bridges where natural hazards must be recognized.

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