

Resource Conservationist - GS-401-12

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 Resource Conservationist					5. PAY PLAN GS	6. SERIES 0401	7. GRADE 12
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Resource Conservationist							
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/M/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (8) 043259	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) 0118	5. OFF. TITLE (38) Res 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 ◀ X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YFAR 10/01/03							
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) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (60) (5) (5) (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) 401D											
6. WK. TITLE CD. (4)	7. WK. TITLE (38) sup:														
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917812								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) 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 = 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) <table border="0" style="width:100%"> <tr> <td>Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.</td> <td>Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.</td> <td>Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change</td> <td>5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other</td> </tr> </table>												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
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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 position is located on the Resource Conservation Staff, headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in Kansas. As resource conservationist, the incumbent has staff responsibility for coordination of conservation planning disciplines within a comprehensive resource management program at the state level.

DUTIES

Provides technical guidance, interpretations, and recommendations to all field offices (FOs) in the planning and application of resource management systems (RMSs). Provides leadership for the maintenance of the electronic Field Office Technical Guide (eFOTG), technical guides, and standards and specifications in coordination with the responsible staff for that specific standard. Gathers, analyzes, and distributes technical information applicable to resource conservation planning in Kansas. Reviews and recommends changes in ecological science practices and standards to the State Resource Conservationist (SRC).

Provides input and assists with the development, improvement, and maintenance of technical standards, guides, and manuals related to resource conservation planning, and resource development. Provides technical guidance on the use of conservation planning automated programs.

Analyzes the quality and quantity of resource plans, and application of resource systems within the state. Assists with the Quality Assurance Review (QAR) process in the state by reviewing the adequacy of the documentation of the planning process. Develops innovative techniques, and makes recommendations to the SRC regarding technical and administrative changes needed to improve program quality and efficiency.

Provides assistance to state, area, and FOs, and state leadership in resource conservation planning activities for development of area-wide plans. Presents needed training to field/area personnel in the development, adaptation, and use of resource data for broad-based resource planning activities.

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

Provides state leadership for cultural resources activities. Serves as liaison with the Kansas State Historical Society and the State Historic Preservation Officer (SHPO). Maintains and updates, as necessary, the state agreement with the SHPO.

Responsible for coordinating cultural resources training. Performs cultural resource reviews, and coordinates with the SHPO, as needed.

Provides and coordinates Resource Conservation Staff support for programs with appropriate staffs.

Develops and maintains close working relationships with resource conservation planning, and environmental-related agencies and organizations in Kansas. Establishes and maintains positive working relations with other federal, state, and local agencies and organizations on problems of mutual interest to the soil and water conservation program. Participates with those groups in meetings, tours, and demonstration projects to explain resource conservation planning, and the application of RMSs.

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.

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

Knowledge of federal conservation programs, 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 RMSs.

Comprehensive knowledge of legislative authorities and activities of local units of government, and state and federal resource agencies including CDs, Rural Development (RD), and the Farm Service Agency (FSA) with the purpose of developing and maintaining close working relationships with resource conservation planning, and environmental-related agencies and organizations in Kansas.

In-depth knowledge of resource management principles that affect water quality and skills in the development of RMSs that includes water quality objectives.

Knowledge of, and skill in, oral and written communication methods, techniques, and procedures sufficient to discuss, explain, and advocate soil and water conservation issues, problems, and solutions to diverse groups.

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

Knowledge of leadership principles necessary to effectively conduct an area-wide comprehensive technical soil and water 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 cultural resources policy and procedures to facilitate the development, adaptation, and use of resource data for broad-based resource planning activities.

2. Supervisory Controls, FLD 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 biological, forestry, rangeland, water quality, and agronomy specialists headquartered in the SO. The incumbent interprets and applies program policy in terms of established objectives, and keeps the supervisor informed of progress, and 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 resource conservation management systems. 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 all at the same time.

Work involves performing a variety of natural resource management duties that require 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

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 natural resource issues and activities, and assessing program effectiveness in the state. The employee ensures a correct understanding of resource management principles of soil and water conservation activities and their application by state and federal agencies and local units of government personnel, consultants, technical service providers, and private land users.

The incumbent develops new or vastly improved techniques or solutions to specific problems in resource conservation planning 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 RMSs on non-agricultural land that benefits the general population.

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. Field work 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.