

**Soil Conservationist, GS-0457-09**  
**Agronomist, GS-0471-09**  
**Rangeland Management Specialist, GS-0454-09**  
**(Plant Materials Center)**

<b>REASON FOR THIS POSITION</b>										<b>POSITION DESCRIPTION COVER SHEET</b>		
<input type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER										
<b>RECOMMENDED</b>												
4. TITLE Soil Conservationist								5. PAY PLAN GS	6. SERIES 0457	7. GRADE 09		
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)					
<b>OFFICIAL</b>												
10. TITLE Soil Conservationist												
11. PP GS	12. SERIES 0457	13. FUNC 51	14. GRADE 09	15. DATE MONTH   DAY   YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Jane Medina				
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>												
1st Natural Resources Conservation Service							5th					
2nd KS State Conservationists Off							6th					
3rd Plant Materials Staff							7th					
4th Manhattan 3800 S 20th St							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			23. DATE		
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 ►		28.		
<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. (8) 022333	5. GRADE (2) 09	6. IP NO. (8)

<b>B. MASTER RECORD</b>										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0457	3. OCC. FUNC. CD. (2) 51	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	3. OCC. FUNC. CD. (2) 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 04/20/90	
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. (8) MO   DAY   YEAR		14. DT. INACT / REACT (8) MO   DAY   YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40)										
(4) 0457	(4) 0471	(4) 0454	(4)	(4)	(4)	(4)	(4)	(4)	(4)	
17. INTERDIS. TITLE CD. (50)										
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	

<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) 0457							
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							
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)					19. DT. REQ. REC. (8) 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)															
Normal Act		Maintenance Review Act		Results		5 = Series Change		9 = Other							
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.
23. DT. EMP. ASN. (8) MO   DAY   YEAR		24. DT. ABOL. (8) MO   DAY   YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (8) MO   DAY   YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE						31. DATE									
32. REMARKS															

## **INTRODUCTION**

This position is located at a Plant Materials Center (PMC), operated by the Natural Resources Conservation Service (NRCS). The incumbent, under direction of the PMC Manager, will assist in the assembly, observation, and evaluation of plant materials and the production of various grasses, legumes, and woody plant materials.

## **DUTIES**

Under direction of the PMC Manager, the incumbent will carry out the objectives outlined in the annual business plan pertaining to initial observation, advanced evaluation, and cultural evaluations as follows:

Assists the manager in planning and carrying out cultural trials and field evaluation plantings of selected plant materials. Conducts supporting research as necessary.

Conducts on-site evaluation of plant studies, establishes and maintains records of data for inclusion in performance and potential use reports, and completes reports of studies for inclusion in the PMC and national data bases.

Participates in and occasionally leads information transfer activities such as assisting in the preparation of an annual summary of observational studies as a part of the annual technical report for the PMC, and developing and conducting tours and field days for specific interest groups.

Assists the manager in directing PMC activity. Provides technical guidance to lower grade employees during specified activities; such as, seed and plant production, greenhouse operations, seed processing, plant distribution, inventory control, and related activities.

Works cooperatively and through channels with personnel from NRCS field offices (FOs) and other agencies, keeping the manager informed of such contacts.

Develops and presents professional papers of PMC work to NRCS and partner organizations.

Performs 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 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 FACTORS**

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

Professional knowledge of established methods and techniques of plant management and propagation that enables the employee to resolve problems using a variety of standard treatments and proven techniques.

General knowledge and understanding of agency, state, or Tribal policies, procedures, statutes, and regulations affecting the conservation, protection, restoration, and management of natural resources and the environment to sufficiently administer established supporting plant-based programs, as required.

Basic knowledge and understanding of the applications of related disciplines; such as, wildlife and fisheries management, soil science, range, hydrology, forestry, and threatened and endangered species sufficient to prepare, implement, and/or evaluate segments of land, water, and air use plans under multiple-use, sustained yield concepts.

Knowledge and skill, both written and oral, in communicating in order to inform visitors to the PMC about the purpose of the PMC and various aspects of its activities and to assist in the development of necessary reports on PMC projects and accomplishments.

### **2. Supervisory Controls**

The incumbent is under the supervision of the PMC Manager. He/she may also receive technical guidance from a higher level PMC specialist. The incumbent has, as assigned, technical supervision over lower grade employees, and general supervision during the manager's absence.

### **3. Guidelines**

The incumbent operates within the framework of the long-range and annual business plan. Other guides include the agency General Manual for administrative matters, the field office technical guide (FOTG), and published soil surveys.

### **4. Complexity**

The incumbent will assist with the management of a facility with 20 to 30 studies in progress at any given time, a seed cleaning facility, a seed research laboratory, and much specialized farm and construction equipment. Extremely technical work must be accurate and precise.

### **5. Scope and Effect**

The purpose of the work is to assist in the assembly, testing, and evaluation of plant materials. The PMC produces foundation seed to stimulate commercial seed dealers to produce and sell certified seed of improved plant material releases. The new or improved plant materials are utilized in soil and water conservation practices.

6. Personal Contacts

Contacts are with the PMC Staff, various state office (SO) personnel, the National Technology Support Center, and national headquarters. Contacts are also maintained with other federal and state agencies, state regulatory services, crop improvement associations, research organizations, nurseries, seed producers, and department heads and professors from colleges and universities. Contacts are also made with the many visitors to the PMC each year.

7. Purpose of Contacts

Contacts are generally cooperative and geared toward pursuing mutual goals.

8. Physical Demands

The work requires frequent walking and standing in field areas and test plots or barns. Walking may be complicated by irregular ground contours or the need to carry moderately heavy equipment or other items. The incumbent may operate trucks, tractors, combines, or other equipment. A valid state driver's license is required.

9. Work Environment

The incumbent is exposed to such hazards as chemical fertilizers and farm equipment. Work is planned to avoid being outside in inclement weather.

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