

Soil Conservationist, GS-0457-11

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET			
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 11			
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)						
OFFICIAL													
10. TITLE Soil Conservationist													
11. PP GS	12. SERIES 0457	13. FUNC 51	14. GRADE 11	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Jane Medina					
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)													
1st	Natural Resources Conservation Service						5th						
2nd	KS State Conservationists Off						6th						
3rd							7th						
4th							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 3-3		275		8. Physical Demands		Level 8-2		20			
4. Complexity		Level 4-4		225		9. Work Environment		Level 9-2		20			
5. Scope and Effect		Level 5-3		150		27. TOTAL POINTS ▶				27. 2,570			
										28. GRADE ▶		28. GS-11	
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/CID/IR	2. DEPT. CD/AGCY-BUR-CD (4) AG 18	3. SON (4) 5275	4. MR. NO. (8)	5. GRADE (2) 11	6. IP NO. (8)

B. MASTER RECORD					
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 Conservationist	
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 (8) MO DAY YEAR 07/26/07		11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	
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) (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. FLBA CD. (1) E	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) 457L	
6. WK. TITLE CD. (4)		7. WK. TITLE (38)			
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 (9) State (2) City (4) County (3) 20	14. BUS. CD. (4) 7777	15. DT. LST. AUDIT (8) MO DAY YEAR
16. PAS. IND. (1) Blank = N/A 1 = PAS		17. DATE EST. (8) MO DAY YEAR		18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = R/GEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAD = Agency Use	
19. DT. REQ. REC. (8) MO DAY YEAR		20. NTE. DT. (8) 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. (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. ASGN. SER. (4)
29. AGCY. USE (8)				30. CLASSIFIER'S SIGNATURE	
				31. DATE	
32. REMARKS					

INTRODUCTION

This is a senior, professional soil conservationist in a field office (FO). The incumbent utilizes an in-depth professional knowledge and extensive hands-on experience in highly complex conservation planning and application. Work assignments include a full range of soil and water conservation work assessing and proposing solutions to unique and complex conservation issues. Additionally, the incumbent serves as a subject-matter expert in a specialized area of soil, water, or air conservation providing guidance, advice, and assistance to other conservationists in the area and throughout the state.

DUTIES

Performs the following duties on a regular and recurring basis; also serves as a subject-matter expert in one or more of the following areas:

- Develops conservation plans for units of land in which the physical, social, and economic features may involve conflicting relationships. Makes field surveys and examinations and coordinates other personnel in securing data, assembling maps, and tabulating needed information. Delivers and explains resource conservation plans and/or contracts to landowners and/or operators.
- Prepares and/or revises resource conservation plans and long-term contracts (such as the Environmental Quality Incentives Program [EQIP], Wildlife Habitat Incentives Program [WHIP], and Wetlands Reserve Program [WRP]) on units of land within the designated area of responsibility.
- Applies and/or manages the planning and application of structural, vegetative, cultural, and management practices, determining practice need and feasibility and certifies extent and adequacy of established practices.
- As part of a comprehensive outreach program, executes assigned elements of informational programs on resource conservation activities. May serve as a state technical authority regarding the conservation area of expertise, developing and coordinating a comprehensive public information campaign with the state Public Affairs Staff (PAS). This may include, but is not limited to writing newspaper articles; conducting meetings, tours, and demonstrations; speaking at schools, civic associations, and scout meetings; and involvement in radio and television programs, as appropriate. Develops news articles for publication which are involved narrations of facts and complex descriptions of conservation practices.
- As requested, provides inventories and evaluations, including soil interpretations, for erosion control; plant materials, water management recommendations; and preliminary investigations and reports for land use planning and development.

- Provides training and guidance to other staff members as directed. In the area of specialization, develops and presents professional level training throughout the state.

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 Natural Resources Conservation Service (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 as well as any required government motor vehicle operator's permit for the type of vehicle(s) operated.

EVALUATION FACTORS

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

Professional knowledge of a broad range of soil and water conservation principles and techniques and skill sufficient to analyze complex natural resource factors, interpret related social and economic conditions, and devise and implement cohesive, short and long-term conservation plans or comprehensive, integrated resource conservation projects.

Knowledge of related physical and biological sciences including soils and plant science, hydrology, forestry, range conservation, and applicable elements of engineering sufficient to: 1) recommend optimum and alternative natural resource conservation strategies; 2) design and conduct feasibility studies for multipurpose conservation projects; or 3) formulate difficult major resource conservation cost-sharing proposals.

Knowledge of and skill in written and oral communication techniques sufficient to clearly explain and describe soil and water conservation issues, problems, and solutions to diverse groups of rural and community landowners, residents, producers, lower level conservationists, and agribusiness representatives.

Knowledge and skill sufficient to logically organize and present data supporting comprehensive conservation measures, plans, and objectives.

Knowledge and skill sufficient to: 1) provide conservation planning services to representatives of local government units and area development associations; 2) demonstrate integrated conservation methods including treatment of critical erosion and sediment problems, development of fish and wildlife resources, and improvement of recreational land use area; and 3) train partners in conservation.

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

The supervisor makes assignments by describing and classifying their objectives, priority levels, and completion period.

The soil conservationist prepares and carries out successive planning and installation procedures to effect a conservation action, applying technical criteria, practices, and previous experience to achieve sound land and water use management.

Completed soil conservation and water improvement projects, plans, measures, or practices are evaluated for technical soundness, consistency with agency requirements, and conformity with developmental goals.

Projects and assignments in area of expertise may be reviewed/evaluated by area or state program proponents.

3. Guidelines, Level 3-3, 275 points

The incumbent typically refers to state and area annual business plans and long range conservation goals; agency-developed national and state technical guides; and handbooks, state and local laws, and studies published by agricultural colleges and universities.

Often conservation objectives, agronomy conditions, soil characteristics, and financial resources require in-depth analyses where guidelines are only partially applicable. In most work situations, the incumbent evaluates the assembled data and alternatives and recommends a specific conservation action.

4. Complexity, Level 4-4, 225 points

Conservation assignments usually involve developing a broad variety of soil and water conservation plans, projects, and measures for a diversified group of landowners including state and county governments, townships, and districts.

The soil conservationist assesses proposed resource conservation plans characterized by a number of complications such as insufficient financial basis, conflicting viewpoints among sponsors, incompatible land treatment measures, unusual soil conditions, varied area land ownership patterns, and zoning impediments.

The soil conservationist independently evaluates objectives for natural resource conservation projects or designated conservation jurisdictions; analyzes comprehensive physical, social, and economic data; and determines appropriate criteria, standards, and techniques applicable to the assignment. Typically, conservation methods and measures are extended or skillfully adjusted, facilitating accomplishment of sound resource development under diverse environmental and/or community circumstances.

5. Scope and Effect, Level 5-3, 150 points

The purpose of the work, which typically consists of professional and administrative assignments, is to advise, motivate, and lead individuals and organized groups of landowners and representatives of governmental agencies in the evaluation of conventional soil erosion and water management problems and different local government jurisdictional roles. The incumbent prepares land and water treatment plans, measures, and techniques and recommends their adoption.

Incumbent's work affects the adequacy of conservation program activities, the attainment of annual business plan objectives, and agency credibility among program participants.

6. Personal Contacts

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

Routine contacts are made with NRCS employees at all levels of the organization in Kansas and with landowners and operators; elected board members; representatives of federal, state, county, and municipal agencies; the news media; civic groups; students and teachers; and contractors.

The purpose of the contacts is to persuade, influence, and encourage unconvinced or indecisive individuals and organizations to agree upon conservation goals and objectives. To overcome any initial reluctance, the incumbent emphasizes technical advantages and gains to be accomplished through adoption of a specific conservation course of action. The incumbent must use tact and diplomacy to achieve a working consensus among parties who may have dissimilar opinions.

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

The work requires regular and recurring physical exertion related to conservation work, such as walking on rough terrain, jumping ditches and furrows, or climbing steep banks. Average dexterity in the use of drafting tools is necessary.

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

The work involves regular and recurrent exposure to operating agricultural equipment or earthmoving operations, adverse weather such as snow and icy field conditions, and unimproved roads. Protective gear and clothing that are appropriate to the field conditions must be worn.

This position is exempt from the provisions of FLSA under the professional exemption.