

**Natural Resource Specialist, GS-401-12
(State Resource Inventory Coordinator)**

**POSITION DESCRIPTION
COVER SHEET**

REASON FOR THIS POSITION		
<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 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	
21. SUPERVISOR'S NAME AND TITLE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE	
		23. DATE	
		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	Level 3B	110
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts		
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-2	20
4. Complexity	Level 4-4	325	9. Work Environment	Level 9-2	20
5. Scope and Effect	Level 5-4	225	27. TOTAL POINTS ▶		27. 2,850
				28. GRADE ▶	
				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
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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) 022269	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	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 YEAR 08/29/96
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)										
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											
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. (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. (8) MO DAY YEAR		24. DT. ABOL. (8) 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 at the Natural Resources Conservation Service (NRCS) State Office (SO) in Salina, Kansas. The incumbent is responsible for coordination and leadership in collection of National Resources Inventory (NRI) onsite and local data within Kansas, and coordination and communication with the Resources Inventory and Assessment Division (RIAD), the Regional Remote Sensing Laboratory (RSL), the Iowa State University Center for Survey Statistics and Methodology (ISU CSSM), and other units involved in the NRI survey process. The incumbent is also responsible for utilizing NRI analytical summaries and marketing published results for their state. A confidentiality agreement and data collection certification are required for this position. The incumbent is supervised by the assistant state conservationist for water resources (ASTC-WR)

DUTIES AND RESPONSIBILITIES

Data Collection - Leads data collection activities within the state for national, continuous, and special resource inventories as specified by RIAD. The incumbent may also serve on regional or national teams to help develop and test data collection protocols, instructions, software, or decision support tools. Provides status reports to the ASTC-WR, RSL Leader, and RIAD.

Provides leadership and guidance to data collection specialists in the state to support annual onsite and local data collection for the NRI program.

Activities within the state for NRI and other resource inventory (RI) activities include:

- Assuring that everyone in the state with access to location information for NRI segments and points have signed a confidentiality agreement
- Leading state onsite inventory data collection according to established protocols
- Leading the collection of local inventory data according to established protocols
- Data collection support activities for the remote sensing lab (RSL)
- Supporting RIAD with Conservation Effects Assessment Program (CEAP) like data collection activities within the state
- Recommending ways to increase efficiencies and eliminate or reduce barriers to production
- Conducting NRI quality assurance, quality control, and data review processes
- Coordinating RSL technical specialists support for data collection
- Developing, obtaining, and/or populating ancillary data collection resources as requested
- Providing updates for soils information as requested
- Assisting RIAD and the Statistical Unit in updating and maintaining county base data
- Preparing budget and workload analysis for state leadership
- Participating in the development and testing of national data collection and support protocols

Data Utilization - Identifies national, regional, state, and sub-state resource information needs for NRCS and its customers. Works with RIAD to provide data analyses on geographical areas (e.g., Hydrologic Unit Areas and Major Land Resource Areas) as appropriate, within data reliability limits, to meet the needs of NRCS, partners, and customers.

Develops a long range utilization and marketing plan. Coordinates and conducts meetings and forums within the state to facilitate the use of RI data by NRCS, partners, and customers. Works as a team with the state public affairs specialist to accomplish objectives while staying within the Office of Management and Budget/United States Department of Agriculture data quality guidelines.

Training - Coordinates training and certification of staff to conduct RI onsite and local data collection following established NRI protocols and to manage the use and access to confidential NRI source materials. Coordinates facilities, instructors, and training materials for training provided within the state.

Coordination and Communication - Provides coordination and communication with others to accomplish NRI objectives. These activities include:

- Coordinating with the RSL leader and RSL technical specialists to support NRI remote sensing data collection through gathering of local information
- Conducting ground truth and other quality assurance activities as requested by RIAD, RSL, or Statistical Unit
- Coordinating the exchange of materials and information with RSL, National Cartography and Geospatial Center (NCGC), RIAD, and the Statistical Unit
- Collaborating with RIAD, the Statistical Unit, and the RSL regarding technical issues and concerns to ensure uniform application of survey processes
- Working with NCGC, Statistical Unit, and RIAD to identify and acquire necessary support materials, training, and technical assistance to meet onsite and special studies needs
- Working with other agencies, partners, and universities to share and merge resource information.

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 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

Professional knowledge of RI principles, practices, and concepts of agency policies and procedures sufficient to incorporate inventory technology and information into the total resource conservation program; complete onsite and local data collection using computer assisted survey instruments and Web-based tools; and maintain quality control and quality assurance for onsite, special study, and local data collection activities.

Broad knowledge of agronomy, biology, engineering, forestry, range, soil science, cartography, remote sensing, statistics and computer science sufficient to provide leadership in conducting RIs that are scientifically sound and economically practical.

Ability to work with people in order to coordinate training and certification needs for RI data collection activities; train data entry and gathering specialists and others in the collection of RI data and quality control methods; supervise/coordinate the collection of data for a continuous inventory program; develop and maintain cooperative working relationships with universities, research agencies, and others; and provide data for specific resource management needs.

Knowledge and ability to assist in the development and management of plans of operation, memorandums of understanding (MOUs) and annual budgets in order to provide administrative leadership to the state resources inventory program.

Ability to identify and analyze problems, generate alternatives, and make decisions in order to ensure efficient processes and quality products.

Ability to communicate with others in order to express ideas and facts, make effective presentations, facilitate an open exchange of ideas and provide users with information from resource data collected as a result of a continuous inventory program or other developmental activities; market NRI data and information; provide training; and present issues, goals, objectives, and inventory procedures to state leadership, RSL, NCGC, Statistical Unit, etc.

Knowledge of computer systems required in order to effectively perform assigned duties.

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

This position reports to the ASTC-WR. The incumbent coordinates and monitors all RI data collection and support activities within the state. Incumbent keeps the ASTC-WR, RIAD, RSL Leader, and the Contracting Officer Technical Representative informed of ongoing assignments, progress, potential problems, and the need for technical assistance or training. Data collection specialists are kept informed of progress and status of activities to coordinate the use of equipment and form teams to improve efficiency and quality of data collection, analyses, and marketing of data. Completed work is reviewed with the ASTC-WR for overall effectiveness and expected results. Certification and maintenance of technical expertise for local and onsite data collection is required for this position.

3. Guidelines, Level 3-4, 450 points

The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to develop new methods and criteria and resolve specific issues or problems. The employee may propose new protocols or policies but may not implement procedural changes until authorized by RIAD.

4. Complexity, Level 4-5, 325 points

Resources are unique to each state, but data collection must be coordinated to ensure consistency with national policies procedures and protocols. Assignments will involve the collection of resource data for geographical areas where the incumbent has knowledge and expertise. The incumbent analyzes and interprets data to meet the needs of NRSC, and customers without exceeding the reliability of the data. Works with other agencies and universities to share and merge resource information.

The work typically includes varied duties that require many different and unrelated processes and methods such as those relating to well established aspects of natural resource disciplines (soil conservation, soil science, range conservation, biology, forestry, or agronomy) and the relationship of related natural resource sciences in order to coordinate the collection and assessment of natural resource data.

Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making decisions concerning interpretation of large datasets and the planning of the workflow and schedules.

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

The purpose of the work is to collect, analyze, and market RI data for NRI and other RIs. This includes using highly specialized and complex techniques and tools to collect, analyze, and market data. Incumbent serves as a state level leader of a team of onsite and FO data collectors. Data collection significantly influences the quality and usability of resource data for analysis of condition, status, and trends.

The responsibilities of this position directly affect the quality and timeliness of the entire NRI, which is committed to an annual reporting timetable to meet critical needs for resource assessment and national policy development.

6. Personal Contacts

7. Purpose of Contacts, Level 3B, 110 points

The incumbent maintains contact with RSL, RIAD, NCGC, and the Statistical Unit to receive technical direction, guidance and policy interpretation during the course of data collection. There will be some contact with private land owners and land users while onsite. The incumbent will require constant communication to assure that the process is coherent, consistent, and accurate. The incumbent must emphasize consistency and quality in all aspects of onsite and local data collection efforts and must communicate this throughout the state. The incumbent is responsible for data analysis and marketing. Outside contacts are with representatives of other federal, state, and local partners such as Farm Services Agency, U.S. Forest Service, and universities.

The purpose of contacts is to collaborate with the RSL, NCGC, RIAD, Statistical Units, partners and universities on the data collection effort and issues associated with analysis and marketing within and outside the agency. Other contacts will expand as data requirements for onsite data collection expand.

Contacts are maintained with the ASTC-WR to obtain resources to carry out work assignments within deadlines. Contacts during the data gathering process are with the RSL, other data collectors, and the NRI help desk to confer on data collection interpretations, obtain information, and to obtain materials necessary to support resource data gathering.

Contacts in the field are with 1) landowners for the purpose of gaining access to private property, 2) other NRCS employees to obtain resource information and reference materials, and 3) representatives of other agencies to obtain information from records on program participation, resource conditions, or use.

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

The collection of local data is sedentary and usually performed while seated. There is some walking and travel to attend meetings away from the worksite. Onsite data collected in the field may require intermittent physical exertion, such as walking over rough terrain.

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

The work is performed both in an office environment and in the outdoors under varying conditions of temperature, humidity, sunlight, wind, and precipitation. Some exposure to discomfort may be experienced in making site visits for data collection in extreme heat or cold. Some vehicular travel is required.

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