

## Soil Conservationist, GS-457-05

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		
<b>RECOMMENDED</b>							
4. TITLE Soil Conservationist					5. PAY PLAN GS	6. SERIES 0457	7. GRADE 05
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 05	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				7th			
4th				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	Level 1-5	750	6. Personal Contacts	Level 2/A	45		
2. Supervisory Controls	Level 2-1	25	7. Purpose of Contacts				
3. Guidelines	Level 3-1	25	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-2	75	9. Work Environment	Level 9-2	20		
5. Scope and Effect	Level 5-1	25	27. TOTAL POINTS ▶			27. 985	
28. GRADE ▶						28. GS-05	
<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.					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. (6)	5. GRADE (2) 05	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
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)					
17. INTERDIS. TITLE CD. (50)					

<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)		
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)
16. PAS. IND. (1)		17. DATE EST. (6)		18. GD. BASIS. IND. (1)	
20. NTE. DT. (6)		21. POS. ST. BUD (1)		22. MAINT. REV. / CLASS. ACT. CD. (2)	
23. DT. EMP. ASN. (6)		24. DT. ABOL. (6)		25. INACT / ACT (1)	
26. DT. INACT / REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASN. SER. (4)	
29. AGCY. USE (8)		30. CLASSIFIER'S SIGNATURE		31. DATE	
32. REMARKS					

**MAJOR DUTIES**

This is an entry-level developmental position which progresses to GS-0457-07 and then to the target level GS-0457-09. The incumbent performs duties which are designed to provide experience and training in the application of soil and water conservation principles and theories in the planning and application of resource management systems. Assignments are tailored to orient employees to the application of academic knowledge in accordance with agency policies and procedures for resource management planning and to help them understand the relationship of the soil conservationist's work to the work of other Natural Resources Conservation Service (NRCS) employees. The incumbent may be promoted noncompetitively to GS-0457-07 upon: 1) demonstrating the capacity to perform satisfactorily at that level, 2) meeting all legal and regulatory requirements, and (3) receiving the supervisor's recommendation. Duties are as follows:

Collects preliminary planning data related to simple conservation planning problems.

Analyzes data and makes recommendations related to simple conservation problems.

Learns to determine need and feasibility of proposed conservation measures.

Learns to survey, design, layout, and inspect conservation practices.

Completes developmental assignments which involve learning the use of soil survey data, surveying methods, types of surveying instruments, crop and pasture management, installation of natural resources conservation practices, and various forestry and wildlife conservation practices.

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 1-5, 750 points

Knowledge of the fundamental theories, principles, concepts, and methodologies of the soil conservation profession, related biological and physical sciences, and pertinent engineering practices which provides a foundation for performance of developmental assignments and advancement to higher level work.

### 2. Supervisory Controls, Level 2-1, 25 points

Specific assignments are made by the supervisor or higher grade soil conservationist who maintains close control and guidance over the work. Clear, specific, and complete instructions accompany the assignment. The soil conservationist carries out assigned duties as instructed, conferring with the supervisor when additional guidance is needed. The conservation assignment is checked either in progress or when completed for accuracy, adequacy, and adherence to oral and written instructions and agency procedures.

### 3. Guidelines, Primary Standard, Level 3-1, 25 points

Specific written and oral guidelines directly covering natural resources conservation assignments are applicable and readily available. The soil conservationist performs assigned work in strict conformity to guidelines. Any exceptions and/or problems are referred to the supervisor.

### 4. Complexity, Level 4-2, 75 points

Assignments consist of duties which provide the soil conservationist with experience in the principal occupational methods, techniques, and practices, including the planning and application of natural resources conservation measures. Work typically involves assisting other higher-graded employees carry out natural resources conservation activities, gathering resource data, preparing planning maps and recording planning data, observing members of natural resources conservation governmental units deliberate on conservation policies, and assisting others in conservation information and education activities. The duties performed supplement previous professional academic studies or equivalent experience and, although similar to nonprofessional resource conservation work, are designed to lead to more complex professional assignments. Problems are readily resolved by application of basic soil conservation concepts, methods, and established practices.

### 5. Scope and Effect, Level 5-1, 25 points

The purpose of this trainee position is to provide the inexperienced soil conservationist with opportunities to plan the development and conservation of natural resources through specific limited tasks. These assignments are structured to give the trainee soil conservationist progressive experience and include tasks involving local government

operations and land and water use laws which are designed to prepare the individual for more responsible duties. The effect of the work is to facilitate the efforts of other soil conservationists in the immediate organizational unit.

6. Personal Contacts, Level 2/A, 45 points

7. Purpose of Contacts

The personal contacts are generally with soil conservation technicians and other soil conservationists in the immediate office, higher level specialists from the area and state office, and/or with the public in a structured setting.

Contacts are for the purpose of obtaining and exchanging factual information related to performance of natural resources conservation assignments such as gathering field data for the preparation of a farm conservation plan.

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

The work requires regular and recurring physical exertion related to conservation work requiring walking on rough terrain, jumping ditches and furrows, or climbing steep banks.

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 equipment is necessary on construction sites.

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