

Water Resources Planning Specialist (Interdisciplinary)
GS-1111-12, (401, 457)

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
<input type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE Resource Conservationist					5. PAY PLAN GS	6. SERIES 0401	7. GRADE 12
8. WORKING TITLE (Optional) Water Resource Planning Specialist					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 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		22. SECOND LEVEL SUPERVISOR'S SIGNATURE	
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	FLD 1-7	1,250	6. Personal Contacts	FLD 6-3	60		
2. Supervisory Controls	FLD 2-4	450	7. Purpose of Contacts	FLD 7-3	120		
3. Guidelines	FLD 3-4	450	8. Physical Demands	FLD 8-1	5		
4. Complexity	FLD 4-4	225	9. Work Environment	FLD 9-1	5		
5. Scope and Effect	FLD 5-4	225	27. TOTAL POINTS ▶			27. 2,790	
					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 AG 16	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) 90127360

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) Resource Consvst					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD 8	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT. CLASS (6) MO DAY YEAR		
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		12. INACT / ACT (1) 1 = 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. (50) (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. 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) 401C							
6. WK. TITLE CD. (4) 5550		7. WK. TITLE (38) Water Resources Plng Spectst												
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 919872					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 (8) 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.</td> <td>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. ASN. (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. ASN. SER. (4)		29. AGCY. USE (8) AKS00578				
30. CLASSIFIER'S SIGNATURE					31. DATE									
32. REMARKS														

INTRODUCTION

The incumbent serves as planning team leader on the State Office Water Resources staff. The position provides planning coordination and leadership on a wide variety of planning activities including, PL-566 watershed planning, watershed rehabilitation planning, (PL-106-472), and program neutral area-wide planning (CO-01). The incumbent directs and coordinates the activities of a diverse interdisciplinary planning team which may include engineering, economics, agronomy, biology, forestry, water quality, and other technical specialties.

DUTIES

Coordinates the work of Natural Resources Conservation Services (NRCS) staff and representatives of partner agencies and groups in watershed and program neutral planning activities. The incumbent provides direct planning assistance to project sponsors; directs data collection; organizes and conducts public meetings; coordinates environmental, economic, engineering, and cultural resource analyses; develops alternatives; and guides overall report preparation using established policy and procedures.

Conducts preliminary studies and prepares preliminary investigation reports for watershed and program neutral planning. Provides planning assistance to sponsors under the Emergency Watershed Protection program.

Ensures that statutory requirements such as those established in the National Environmental Policy Act (NEPA) of 1969, and Executive Orders related to watershed and program neutral planning, are complied with during the planning process.

Collaborates with other federal, state, and local government staff to collect, assemble, summarize, and analyze planning data relating to approved planning projects. Participates in interdisciplinary planning teams for the formation and analysis of plans.

Gathers appropriate planning data and coordinates with watershed sponsors and other government agencies to develop supplements to existing watershed plans.

Provides training to field, area, and state staff on the watershed program and the watershed planning process. Participates in quality assurance reviews to evaluate implementation of water resource policy at the field office level. Reviews policy and procedure relating to water resource activities, and recommends changes as appropriate.

Develops and/or assists the Public Affairs Staff in the development of news releases outlining the benefits of various water resource related projects.

Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of 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 temperature, 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.

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

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 and interpret related social and economic conditions, and devise and implement cohesive, comprehensive, integrated resource development 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 development strategies; (2) design and conduct feasibility studies for multipurpose conservation projects; and (3) formulate difficult major resource conservation cost-sharing proposals.

Knowledge of natural resources planning principles, policies, and procedures in order to provide technical leadership for all phases of watershed and program neutral area-wide planning.

Knowledge related to the development of resource management plans on a watershed or area-wide basis under such programs as the PL-566 Small Watershed Program, Watershed Rehabilitation Program, CO-01, EPA-319, RC&D, and others.

Ability to work with others to effectively motivate, schedule, and coordinate a diverse planning team, sponsors, and other agencies and units of government in the planning process.

Ability to communicate effectively in writing in order to prepare comprehensive watershed and area wide plans and reports, environmental impacts statements, plan supplements, letters, and policy recommendations.

Ability to communicate effectively orally in order to conduct public meetings to explain the watershed planning process, communicate policy and procedure, provide training, and obtain public input.

2. Supervisory Controls

Level 2-4 450 points

The incumbent is under the general supervision of the Assistant State Conservationist for Water Resources (ASTC). He/she independently designs the approach to be applied to each project, developing specific criteria to assess and control work flow. During the course of the work, advises the ASTC of conservation planning progress and of potential controversies especially those involving significant groups of organized landowners and/or area development sponsors.

Completed work is reviewed by the ASTC and periodically by higher level agency teams for effectiveness in meeting formal state and local objectives and compatibility with criteria set by partner agencies and organizations.

3. Guidelines

Level 3-4 450 points

Guidelines are available in the form of NRCS memoranda and technical standards and guides. His/her work is subject to spot-check reviews. Available criteria are often inadequate for resolving contested, difficult questions as guidelines applicable to different aspects of a project may contradict other project guidelines. The incumbent must use initiative and experienced judgment gained through work related problem solving operations to select the appropriate guidelines to use.

4. Complexity

Level 4-4 225 points

The incumbent works with a diversified group of landowners including state and county governments, townships and private organizations. He/she assesses environment conditions and recommended development plans which are 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, inadequate ground-water data, zoning impediments, and incomplete guidelines for pollution control measures.

The incumbent independently evaluates project objectives, analyzes comprehensive physical, social, and economic data and determines appropriate criteria, standards, and techniques for multi-million dollar projects.

5. Scope and Effect

Level 5-4 225 points

The purpose of the work is to develop and interpret watershed planning criteria applicable to: (1) complex watershed projects involving numerous community and state government representatives with divergent and frequently opposing conservation interests as well as landowners' objectives (e.g., agricultural, residential, commercial, industrial, or recreational use). Each project affects a large geographic zone and contributes to the efficient operation of other government agencies.

6. Personal Contacts

Level 6-3 60 points

The incumbent leads a diverse professional planning team. Other contacts are with private sponsors, other agencies, and units of state and local government in the planning process.

7. Purpose of Contacts

Level 7-3 120 points

The purpose of the contacts is to persuade, influence and encourage unconvinced, indecisive individuals and organizations to agree upon comprehensive watershed and broad area plans and reports, environmental impacts statements, and policy recommendations. The incumbent must use tact and diplomacy to achieve a working consensus among parties who have dissimilar and opposing opinions. Recommendations on sensitive issues have impact on state-wide conservation programs requiring decades to fully implement.

8. Physical Demands

Level 8-1 5 points

The work is sedentary in nature and is usually performed at a desk. Travel away from the office is usually as the driver of a government owned passenger vehicle.

9. Work Environment

Level 9-1 5 points

The work is usually performed in an office environment requiring common sense precautions typical of this setting.

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