

## Supervisory Soil Conservationist, GS-0457-13 (Assistant State Conservationist)

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								
<b>RECOMMENDED</b>											
4. TITLE Supervisory Soil Conservationist					5. PAY PLAN GS	6. SERIES 0457	7. GRADE 13				
8. WORKING TITLE (Optional) Assistant State Conservationist (Field Operations)					9. INCUMBENT (Optional)						
<b>OFFICIAL</b>											
10. TITLE Supervisory Soil Conservationist											
11. PP GS	12. SERIES 0457	13. FUNC 92	14. GRADE 13	15. DATE MONTH   DAY   YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Kayla D. Ascher			
<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						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. GS-13	
<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 EXEMPT from the provisions of FLSA based on the EXECUTIVE/PROFESSIONAL Exemption criteria. 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. (6)	5. GRADE (2) 13	6. IP NO. (8)

<b>B. MASTER RECORD</b>					
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0457	3. OCC. FUNC. CD. (2) 92	4. OFF. TITLE CD. (5) S0001	5. OFF. TITLE (38) Supvy Soil Consvst	
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGE 3 = Mgr. SGE 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA
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. (50) (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)					

<b>C. INDIVIDUAL POSITION</b>																																			
1. FLSA CD. (1) 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) 457L																														
6. WK. TITLE CD. (4) 0011		7. WK. TITLE (38) Asst State Consvst (FO)																																	
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) 8888	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. / SGE 4 = Sup. / Program 5 = RGE 6 = Policy Analysis 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 = Perm N = Other																															
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td><b>Normal Act</b></td> <td><b>Maintenance Review Act</b></td> <td><b>Results</b></td> </tr> <tr> <td>1 = Desk Audit</td> <td>5 = Desk Audit</td> <td>1 = No Action Req.</td> </tr> <tr> <td>2 = Sup. Audit</td> <td>6 = Sup. Audit</td> <td>2 = Minor PD Change</td> </tr> <tr> <td>3 = Paper Rev.</td> <td>7 = Paper Rev.</td> <td>3 = New PD Req.</td> </tr> <tr> <td>4 = PME / Activity Rev.</td> <td>8 = Panel Rev.</td> <td>4 = Title Change</td> </tr> <tr> <td></td> <td></td> <td>5 = Series Change</td> </tr> <tr> <td></td> <td></td> <td>6 = Pos. Upgrade</td> </tr> <tr> <td></td> <td></td> <td>7 = Pos. Downgrade</td> </tr> <tr> <td></td> <td></td> <td>8 = New Pos.</td> </tr> <tr> <td></td> <td></td> <td>9 = Other</td> </tr> </table>						<b>Normal Act</b>	<b>Maintenance Review Act</b>	<b>Results</b>	1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change			5 = Series Change			6 = Pos. Upgrade			7 = Pos. Downgrade			8 = New Pos.			9 = Other
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29. AGCY. USE (8)				30. CLASSIFIER'S SIGNATURE																															
31. DATE				32. REMARKS																															

## **INTRODUCTION**

This position is located on the Kansas State Conservationist's (STCs) Staff, located at an area office of the Natural Resources Conservation Service (NRCS) in Kansas. As assistant state conservationist, the incumbent serves as a member of the Kansas Management Team (MT) managing and directing overall operations involved in planning, organizing, and implementing a comprehensive soil, water, and resource conservation and development program for Kansas. The incumbent provides leadership and guidance to area field offices (FOs) on policies and procedures necessary to implement and carry out the various programs for which NRCS has administrative and/or technical responsibilities

## **DUTIES AND RESPONSIBILITIES**

Serves as consultant and advisor to the STC in the development and improvement of statewide policies and procedures for all activities within the state including: 1) program, operations, and administrative management, 2) technical assistance provided to land users through programs for which NRCS has responsibility, and 3) preparation and maintenance of required records and reports.

Serves as a member of the Kansas MT. Provides input to promote maximum utilization of available resources to increase the quantity and quality of soil and water conservation practices and measures being applied in Kansas. Makes recommendations regarding personnel, property, and equipment needs as well as other administrative and budgetary matters pertinent to the conduct of business.

Works within the team to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers. As a team leader, provides guidance to conservationists who work with NRCS conservation partners to successfully carry out NRCS and locally led conservation efforts that assess resource conditions, identify resource issues, and develop and implement comprehensive courses of action to resolve these issues.

Supervises assigned staff, exercising the full range of supervisory authorities and responsibilities. Provides guidance to subordinate supervisors in the full range of staff management with special emphasis on the development and implementation of employee training plans.

Coordinates actions with program managers and other team members to develop the state business plan. Monitors progress and time charges to assure fund integrity.

Provides leadership and guidance to district conservationists (DCs), Resource Conservation and Development (RC&D) coordinators, and technical and program specialists in the management of program operations. Guides DCs and RC&D coordinators in determining goals and analyzing and evaluating progress reports for natural resource activities.

Provides overall program guidance and quality assurance within the area. Schedules and conducts field management and administrative reviews as well as quality assurance reviews to evaluate organization, production, operations, and adherence to NRCS policies and procedures.

Provides guidance in developing and implementing a public information program that describes and promotes locally led conservation efforts within the state.

Develops and maintains effective working relationships with the conservation districts (CDs) and State Conservation Commission (SCC); other U.S. Department of Agriculture (USDA) agencies; other local, state, and federal agencies; watershed districts; environmental groups; and other organizations interested in natural resources issues.

Coordinates activities of staff in providing assistance to basin advisory committees, watershed districts, Tribal governments, and other local or regional organizations working with natural resource concerns.

Assumes statewide duties and assignments and performs other related duties as assigned.

Prepares reports, maintains records, and identifies opportunities and forwards recommendations to reduce field level workload, as appropriate. 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.

Provides and maintains a safe and healthy work environment, assuring that subordinates have received available safety training and literature and requiring that employees and others use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Provides leadership and guidance in the design, development, and implementation of administrative procedures to assure that civil rights (CR) policies regarding the delivery of NRCS programs and services and the application of personnel rules and regulations are carried out without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap. Actively supports civil rights policies regarding personnel rules and regulations. Carries out field office CR reviews in accordance with agency policy.

## **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. Program Scope and Effect, Level 1-2, 350 points**

The purpose of the work is to assist the STC in directing the agency/conservation operations in Kansas and in revising or developing supporting policies and procedures. Planning and program criteria are developed which are technically feasible and compatible with the goals and objectives of community and other governmental organizations. The interpretation of such requirements and conservation goals is a difficult, often controversial work process where multiple, conflicting opinions, studies, and conclusions must be considered and a feasible course of action devised.

The work affects the accomplishment of resource conservation objectives throughout the state. Completed work also contributes to effective operation of other governmental agencies, as well as contributing significantly to NRCS operations regionally and nationally.

Policies developed affect not only NRCS activities in the state, but relationships with and activities undertaken by other agencies and organizations. The incumbent must promote strong working relationships with these groups as well as make a meaningful contribution to policy development.

The incumbent directs field operations and management of programs in assigned FOs, RC&D offices, and other entities.

### **2. Organizational Setting, Level 2-2, 250 points**

The incumbent is under the supervision of the STC, (GS-15, Natural Resources Manager) who reports to a senior executive service (SES) position. The incumbent is accountable to a position that-directs a substantial GS-15 level workload.

### **3. Supervisory and Managerial Authority Exercised, Level 3-3, 775 points**

The incumbent directs operations and the management of programs and advises supervisor on problems involving the relationship of the work to resource conservation programs.

The incumbent provides the full range of supervision and guidance to professional employees assigned to FOs and to professional, technical, and administrative staff assigned to the area office (AO); assures reasonable equity of performance standards and rating techniques developed by subordinates; serves as the reviewing official on evaluations of employees supervised by subordinates; recommends selections for subordinate positions; makes decisions on non-routine, costly, or controversial training needs and requests; recommends awards and changes in position classification; and promotes team building.

The incumbent assists the STC in setting long-range state objectives involving program activities and goals as a member of the Kansas MT. Program and administrative reviews are performed to assure the subordinates' accomplishments are in line with NRCS objectives and goals, policies, procedures, standards, and specifications. The incumbent will review and adjust area objectives and goals as a result of changes in legislation, budget, or agency priorities. These adjustments often involve redistribution of staff, equipment, office space, and travel.

4. Personal Contacts

Subfactor 4A – Nature of Contacts, Level 4A-2, 50 points

Personal contacts are with decision makers, specialists, experts, and other professional, technical, and administrative personnel within and outside NRCS; other federal, state, and local agencies; environmental, and conservation groups and organizations; members of the business community; legislative staffs; universities; and with the news media, private individuals, and the general public.

Subfactor 4B – Purpose of Contacts, Level 4B-3, 100 points

The purpose of the contacts is to establish and maintain cooperative working relationships with agencies, groups, and organizations to promote and gain acceptance of NRCS programs, activities, and goals; persuade, influence, and encourage uncommitted or indecisive individuals to agree upon conservation objectives; and offer counsel, advice, and recommendations to further improve the state operation.

The incumbent emphasizes technical advantages and gains to be accomplished through adoption of a specific conservation course of action. The incumbent uses tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions.

5. Difficulty of Typical Work Directed, Level 5-6, 800 points

Non-supervisory professional work that best characterizes the nature of the work performed at this organizational level is accomplished by GS-11/12 DCs, GS-9 soil conservationists, GS-12 RC&D coordinators, GS-11/12 state and area technical specialists, and GS-9 civil engineering technicians. At least 25 percent of that work is at the GS-11 grade level.

6. Other Conditions, Level 6-4, 1120 points

Supervision requires substantial coordination and integration of a number of major work assignments, projects, and program segments of professional, technical and administrative work. The incumbent provides direct supervision and general supervision to subordinate staffs functioning at the GS-11 level and direct workloads comparable to the GS-9 grade level. Such coordination involves providing leadership

in developing, implementing, evaluating, and improving processes and procedures to monitor the effectiveness, efficiency, and productivity of the assigned area program directed.

FOs and RC&D offices within the assigned area are guided by management direction provided by the incumbent. The degree of complexity involved in the direction and management of a geographically widely dispersed organization of professionals and technicians, while carrying out a varied program to meet resource conservation needs requires an exaggerated need for effective coordination and leadership abilities. Field staff must be trained and encouraged to take the initiative and operate independently as they are normally the only NRCS employees within a 30 to 50 mile radius of their duty posts.

No special situations were credited under this factor.

This position is exempt from the provisions of FLSA.