

Resource Conservationist, GS-401-12

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)						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					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		FLD 1-7	1,250	6. Personal Contacts		Level 3/C	180				
2. Supervisory Controls		FLD 2-4	450	7. Purpose of Contacts							
3. Guidelines		FLD 3-4	450	8. Physical Demands		FLD 8-2	20				
4. Complexity		FLD 4-5	325	9. Work Environment		FLD 9-2	20				
5. Scope and Effect		FLD 5-4	225			27. TOTAL POINTS ▶		27. 2,920			
						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/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6)	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) 0118	5. OFF. TITLE (38) Res Conservt						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	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		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)										

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		4. POS. SENS. (1) 1N 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4) 401C							
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)		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)															
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. (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. ASGN. SER. (4)		29. AGCY. USE (6)			
30. CLASSIFIER'S SIGNATURE								31. DATE							
32. REMARKS															

INTRODUCTION

This position serves as resource conservationist and is assigned to an area office (AO) in Kansas. The incumbent has staff responsibility for coordination of the technical discipline within a comprehensive resource management program at the area level.

DUTIES

Provides technical guidance, interpretations, and recommendations to all field offices (FOs) in the planning and application of resource management systems (RMS). Provides leadership for the maintenance of area and FO technical guides. Reviews and recommends changes in ecological science practices and standards to the Resource Conservation (RC) Staff.

Analyzes the quality and quantity of resource plans and application of resource systems within the area. Completes spot checks of ecological science practices applied in the area.

Develops and provides, in both formal and informal settings, training to Natural Resources Conservation Service (NRCS) FO personnel; conservation district (CD) personnel; professional consultants; technical service providers; and local, state and federal governmental personnel.

Participates in FO quality assurance reviews and functional inspections as a technical subject-matter expert.

Responsible technically for all ecological science practices planned and applied. Assures that program policy and technical procedures are adhered to. Provides innovative techniques and recommends technical and administrative changes where needed to improve program quality and efficiency. Identifies opportunities and forwards recommendations to reduce field level workload.

Provides technical leadership for plant materials, National Resources Inventory (NRI), crop yield, and ephemeral erosion studies.

Represents the area as assigned and provides technical guidance to Environmental Quality Incentives Program (EQIP), Conservation Security Program (CSP), Conservation Reserve Program (CRP), Wildlife Habitat Incentives Program (WHIP), Wetlands Reserve Program (WRP), and other programs. Provides program training to FO staffs. Provides assistance to the assistant state conservationist for field operations (ASTC-FO) in the administration and management of program contracts.

Establishes and maintains positive working relations with other federal, state, and local agencies and organizations on problems of mutual interest to the soil and water conservation program. Participates with those groups in meetings, tours, and demonstration projects to explain resource conservation planning and the application of RMS.

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. Strives to improve organizational performance to achieve agency mission.

Responsible for providing and maintaining a safe and healthy working environment, requiring others to 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 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.

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, FLD 1-7, 1250 points

Knowledge of federal conservation programs including CRP, CSP, EQIP, WHIP, and WRP and conservation technical assistance (CTA), Food Security Act (FSA), resource conservation and development (RC&D), Watershed Protection and Flood Prevention Act (PL-566), plant materials, and state programs in the area serviced in order to assess, select, and apply solutions suited to the assigned problem or situation; recommend and justify appropriate resource management strategies; and resolve complex problems involving matters (i.e., developing and implementing multiple-use resource management plans covering diverse resource management issues).

Comprehensive knowledge of legislative authorities and activities of local units of government and state and federal resource agencies including CDs, Rural Development (RD), and the Farm Service Agency (FSA), in order to apply environmental regulatory requirements in resource management reviews and contract proposals.

In-depth knowledge of resource management principles and skills in the development of RMS that include natural resource objectives in order to resolve complex problems involving matters such as developing and implementing multiple-use resource management plans, and/or covering diverse resource management issues.

Skill in oral and written communication methods, techniques, and procedures sufficient to discuss, explain, and advocate soil and water conservation issues, problems, and solutions to diverse groups.

Knowledge of computer systems in order to integrate various program activities and technical and management functions in area and FO operations and provide training in planning and ecological science technical applications.

Knowledge of leadership principles necessary to effectively conduct an area-wide comprehensive technical soil and water management program targeted to both professional and non-professional resource managers and landusers.

In-depth knowledge of soil, water, air, plant, animal, social, and economic issues in order to evaluate the economic impact to natural resources; develop, recommend, and justify appropriate resource management strategies for overcoming significant resource or environmental problems; modify or adapt standard processes and procedures; and provide advisory and specialized services to individuals and groups within the area.

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

This position is supervised by the ASTC-FO. Technical guidance is provided by the RC Staff. The supervisor outlines overall objectives and available resources and, in consultation with the employee, discusses timeframes and scope of the assignment.

The employee plans and carries out assignments and resolves most conflicts that arise. The employee has considerable latitude in selecting methods to use and scheduling work to achieve technical area goals and objectives. The incumbent interprets policy and other regulations, recommends improvements for meeting program objectives, and keeps supervisor informed of progress and potentially controversial problems.

Completed work is reviewed for overall compliance with area and state policies and procedures and for effectiveness in meeting requirements or producing expected results.

3. Guidelines, FLD 3-4, 450 points

The employee uses general guidelines and precedents regarding NRCS policy, statements, and objectives (i.e., handbooks, manuals, directives). Guidelines specific to assignments are often limited, not applicable, or have gaps in specificity and require considerable interpretation and/or adaptation for application to specific issues and complex problems.

The employee uses judgment, initiative, and resourcefulness in deviating from established methods to make recommendations on technical changes that may have state-wide significance. This may require the employee to analyze conditions and assumptions on the basis of inconclusive and variable data and to select, adopt, and apply the appropriate criteria, methods, and procedures to the conditions present.

4. Complexity, FLD 4-5, 325 points

Work involves performing a variety of natural resource management duties that require an in-depth analysis of problems and issues for a geographic area of 15 to 25 counties. Work also involves coordinating and planning activities that cover multiple resource programs and developing new methods and techniques to resolve problems.

The employee must analyze issues involving uncertainties as to the most effective approach to apply. Other issues involve serious conflicts on program direction, administrative and legal requirements, and continually changing program requirements and technological developments. Major resource problems involving complicating factors include wind and water erosion, degradation of surface and ground water quality, and land use changes.

Work assignments are varied and diverse and involve broad and varied resource conservation activities (i.e., analyzing the quality and quantity of resource plans and/or application of resource systems within the area). Assignments also include developing standards, methods, and techniques to extend existing practices and procedures; proposing solutions that have highly visible political consequences; formulating solutions to controversial problems; and anticipating future trends and requirements. The incumbent must be proficient at multi-tasking, managing numerous tasks and multiple priorities all at the same time.

Assignments include reviewing and analyzing proposed and current resource policies affecting NRCS and CDs with diverse topographical, soil, and land use conditions. The employee is considered an expert and provides technical guidance, interpretations, and recommendations in planning and application of land management systems to all FOs in the area. Work involves providing leadership for the maintenance of area and FO technical guides and making technical and administrative changes to improve program quality and efficiency.

Work involves working with various state and federal agencies, local units of government, organizations, and consultants in resolving sometimes sensitive problems dealing with water management, water quality, erosion, and sediment control. Negotiations involving compromises with present standards and specifications may be necessary. Innovative efforts will be necessary to solve resource problems.

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

Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions. It also involves developing new or improved techniques, criteria, or alternatives to meet requirements involving specific natural resource issues and activities. The work involves assessing program effectiveness in the area. The employee ensures a correct understanding of RMS principles and their applications by state and federal agencies and local units of government personnel, consultants, technical service providers, and private land users.

Work results affect the effectiveness and acceptability of area goals, programs, and activities, and the continued existence of a resource area in compliance with applicable legislation, regulation and agency policy, and public interest.

Work results also affect the reliability and delivery of sound state and federal resource programs for land users to ensure eligibility and continued participation in United States Department of Agriculture programs. Work affects the success of private consultants and non-agricultural land users in their application of technically sound RMS on non-agricultural land that benefits the general population.

6. Personal Contacts, Level 3-c, 180 points

7. Purpose of Contacts

Personal contacts are with other NRCS personnel at field, area, and state levels and with local and area district supervisors and employees. Non-routine contracts are also made with private landowners; professional consultants; agricultural commodity associations; news media; and representatives from other federal, state, and local agencies and units of government and universities.

Contacts are for the purpose of providing technical guidance, assessing the need for and providing training, and assuring that high quality technical assistance is provided to local district programs. Contacts with professional consultants, local units of government, water management organizations, CDs, and state and federal agency personnel are necessary to carry out a strong and unified effort in the planning and application of practices and to keep them up-to-date on changes in technology. The employee must be experienced in approaching individuals or groups to obtain the desired effect. This may require persuasion or negotiation to achieve a consensus among people who may be skeptical or have differing opinions.

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

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

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

The work involves regular and recurrent exposure to operating agricultural equipment or earth moving 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 exempt from the provisions of FLSA.