

## Rangeland Management Specialist, GS-0454-07

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 Rangeland Management Specialist					5. PAY PLAN GS	6. SERIES 0454	7. GRADE 07
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
<b>OFFICIAL</b>							
10. TITLE Rangeland Management Specialist							
11. PP GS	12. SERIES 0454	13. FUNC 51	14. GRADE 07	15. DATE MONTH   DAY   YEAR		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
							17. CLASSIFIER Deborah M. Kaiden
<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	
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 1-6	950	6. Personal Contacts	Level 2/A	45		
2. Supervisory Controls	Level 2-2	125	7. Purpose of Contacts				
3. Guidelines	Level 3-2	125	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-3	150	9. Work Environment	Level 9-2	20		
5. Scope and Effect	Level 5-2	75	27. TOTAL POINTS ▶			27. 1,510	
					28. GRADE ▶		28. GS-07
<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*

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) 045204	5. GRADE (2) 07	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0454	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0003	5. OFF. TITLE (38) Rangeland Mgmt Speclst					
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 03/15/04			
11. EARLY RET. CD. (1) ◀ 1 = Primary 2 = Secondary		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) N ◀ 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) 0454					
6. WK. TITLE CD. (4)		7. WK. TITLE (38) sup:										
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) 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 = RREG 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. 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)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

## **INTRODUCTION**

This is an advanced developmental position which progresses to the target level, GS-0454-09. The incumbent performs assignments intended to broaden the incumbent's professional knowledge and experience in range management conservation systems. The incumbent performs work associated with, or which is part of broader assignments that are the responsibility of others. In addition to advanced assignments similar to those at the GS-05 level, work at this level includes community relations, units of government, and informational work. The incumbent may be non-competitively promoted to a GS-0454-09 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 AND RESPONSIBILITIES**

Assists farmers and ranchers in conducting resource inventories, obtaining planning information, identifying conservation opportunities, and developing conservation plans consistent with the needs of the land and the objectives of the operator.

Studies trends in rangeland conditions, makes productivity determinations, evaluates amounts and patterns of grazing use, and assists landowners in keeping their grazing management plans in balance with forage resources.

Contacts cooperators to follow-up on the status of rangeland management plan progress and encourages landowners to apply the agreed-upon conservation measures.

Observes and learns techniques and methods utilized by specialists in other disciplines to analyze and solve problems and to attain an interdisciplinary approach to natural resource use.

Develops a working knowledge of policies, procedures, and techniques applicable to all land uses and major conservation activities within area to which assigned.

As directed, attends meetings of various rural and urban groups to explain programs, program measures, and to develop competence and confidence in working with people.

Participates in all appropriate administrative activities of the office, including preparation of news releases on rangeland management topics of local interest.

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 Natural Resources Conservation Service (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, FLD 1-6, 950 points**

Professional knowledge of established methods and techniques of rangeland management that enables the incumbent to perform recurring assignments of moderate difficulty.

General knowledge and understanding of NRCS, state, and/or Tribal policies and procedures and applicable state and federal statutes and legislation sufficient to administer established rangeland resource programs as required.

Knowledge and understanding of related disciplines such as wildlife biology, soil science, hydrology, forestry, and plant taxonomy sufficient to prepare, implement, and/or evaluate segments of land use plans under multiple-use, sustained yield concepts.

Knowledge of contracting procedures and skill in oversight requirements sufficient to assist in the administration of contracts, cooperative agreements, and/or leases or permits related to rangeland resource activities.

Knowledge and ability sufficient to work cooperatively and effectively with the public and various agencies and institutions whose mission is related to rangeland management and conservation.

#### **2. Supervisory Controls, FLD 2-2, 125 points**

The supervisor gives the rangeland management specialist (RMS) work assignments or responsibilities and specifies limitations, quality and quantities expected, deadlines, and priority of work efforts. The RMS initiates efforts to perform routine duties on the simpler, less complex operating units with only general supervision. Completed work is

checked periodically while in progress and at completion. Authority to make significant commitments is limited.

3. Guidelines, FLD 3-2, 125 points

Guidelines include technical guidelines, handbooks, and research reports. Professional judgment is required in interpreting and applying them and in determining rangeland sampling locations, identifying key vegetation species, etc.

4. Complexity, FLD 4-2, 75 points

Work consists of various duties involving different and unrelated processes and methods. Assignments usually consist of analyzing a given rangeland resource to determine its current condition; drafting conventional management plans; determining compliance or noncompliance with terms and conditions in grazing permits or leases; and providing well-documented advice to landowners or Tribal officials on specific rangeland issues.

Assignments typically are performed by applying sound rangeland management methods and techniques which may be adapted by the specialist to local conditions. Decisions regarding what needs to be done depend on various choices that require the specialist to choose from many alternatives.

5. Scope and Effect, FLD 5-2, 75 points

The works consists of assignments designed to provide advanced experience and prepare the individual for more responsible duties. Increased activity in rangeland management and soil and water conservation will result from the operation of this position. Work efforts contribute to the efficient performance of conservation planning and rangeland management efforts by higher grade conservationists and specialists.

6. Personal Contacts

7. Purpose of Contacts, Level 2A, 45 points

The incumbent has personal contacts with other NRCS employees, ranchers, other landowners and operators, and local groups and organizations.

The primary purpose for these contacts is for developmental purposes and to give and receive conservation information.

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

The work requires regular and recurring physical exertion related to conservation work, such as standing for long periods and/or walking on rough, uneven, or rocky terrain.

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

Work is performed both outdoors and in an office. Outdoor work involves regular and recurring exposure to moderate risks such as exposure to wind, adverse weather conditions, insects, poisonous plants, or pesticides.

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