

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 Editor					5. PAY PLAN GS	6. SERIES 1082	7. GRADE 09
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
<b>OFFICIAL</b>							
10. TITLE Editor							
11. PP GS	12. SERIES 1082	13. FUNC	14. GRADE 09	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 MLRA				7th			
4th Salina 760 S Broadway				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	FLD 1-6	950	6. Personal Contacts	2 B	75		
2. Supervisory Controls	FLD 2-3	275	7. Purpose of Contacts				
3. Guidelines	FLD 3-3	275	8. Physical Demands	FLD 8-1	5		
4. Complexity	FLD 4-3	150	9. Work Environment	FLD 9-1	5		
5. Scope and Effect	FLD 5-3	150	27. TOTAL POINTS ▶		27. 1,885		
					28. GRADE ▶	28. GS-09	
<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 NON-EXEMPT 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/M/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6)	5. GRADE (2) 09	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1082	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Edit					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD 8	7. SUP. CD. (1) 1 = Sup. SGEF 3 = Mgr. SGEF 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 08/01/03			
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	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)   (4)   (4)									
17. INTERDIS. TITLE CD. (50) (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)									

C. INDIVIDUAL POSITION										
1. FLSA CD. (1) N	2. FIN. DIS. REQ. (1) E = Exempt N = Nonexempt	OY	0 = None 1 = CD 219 2 = CD 220	3 = SF 278 4 = AD 392 5 = SF 849	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) 1082	
6. WK. TITLE CD. (4)		7. WK. TITLE (38)								
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th 917784					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) 20	City (4) 4900	County (3) 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. / SGEF 4 = Sup. / Program 5 = RGEF 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)										
<b>Normal Act</b> 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			<b>Maintenance Review Act</b> 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			<b>Results</b> 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. (8) MO   DAY   YEAR	24. DT. ABOL. (8) 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 (8)			
30. CLASSIFIER'S SIGNATURE					31. DATE					
32. REMARKS										

## **INTRODUCTION**

This position serves as an editor on the Major Land Resource Area (MLRA) Region Soil Survey Staff in Salina, Kansas. The incumbent is responsible for employing the highest standards in editing soil survey manuscripts and in preparing them for publication.

## **DUTIES**

Composes, rewrites, edits, and formats assigned portions of soil surveys documents/reports and associated informational material for inclusion in publications. Work supports the technical preparation by others of soil reports and other reports for specific studies. Also writes, edits, and/or assists in preparing brochures, newsletters, correspondence, and other related material.

Composes or rewrites assigned documents to present material in the style, manner of presentation, and format best suited for the document. Where desirable, suggests enlargement and/or emphasis on details and makes changes to maintain consistency with previously published information, general theme of the document, and/or suggestions made by supervisor. In addition to technical data provided by soil scientists, engineers, and other disciplinary specialists, draws upon information obtained from directives, data maintained in MLRA Office files, previously published reports, and other literature relating to the multi-disciplinary formulation process. Coordinates documents with soil survey manager or requesting individual to assure technical accuracy.

Performs final edit of draft and final documents to assure that document follows required format. Checks to determine that all the information required has been included and is in proper sequence. Checks entire report for consistency, proper correlation, and also grammatical accuracy. The major editorial changes are discussed with the supervisor or requesting individual.

Prepares or coordinates the preparation of various periodic and special reports to higher authority which is the responsibility of the MLRA Office. Crosschecks data obtained to ensure all items are included that are pertinent. Obtains appropriate graphs, charts, and photographs. Assembles material according to a prescribed format, setting-up status facts in brief, narrative paragraphs along with statements of authorities, acts, and projected completion facts. Assembles all data according to a prescribed form for transmittal.

Checks typed document and logs out before returning to requesting individual. Schedules reproduction services based on workload and priorities provided by others. Monitors progress and status of all reports and documents in typing and reproduction to assure timely completion. Maintains a working knowledge of word processing equipment to be able to estimate approximate preparation and/or correction time for reports. Upon completion of reproduction, assures proper distribution is made and assists study managers with external distribution.

Writes or assists in the preparation of brochures, newsletters, and data sheets. Suggests format, use of photograph, use of color, etc., to improve appearance of publications. Edits and rewrites informational material for clarity, completeness, structure, composition, and coherence.

Ensures that material is clearly presented and appropriate for the level of the audience, and that conclusions are valid and supported. The incumbent's substantive editing also involves preliminary reading of manuscript to discover or estimate editorial problems involved; improving sentence structure by better choice of words, better use of parallelism, rearrangements of sentence elements; changing paragraph breaks and reorganizing within paragraphs, pages and major sections of manuscripts; deleting unnecessary words, phrases, sentences; checking maps when used to ensure that they agree with text; checking tables and recasting when necessary.

Assists the author in solving problems during various stages of his/her work. Discusses major change with the author before making revisions. Keeps suggestions constructive and specific. Induces author to rewrite poorly presented material whenever possible, but often will rewrite, cut, expand, or clarify material in the interest of bringing out, most effectively, what the author wishes to convey. Keeps abreast of other publications (already published, or in the process of publication) insofar as they will affect the presentation aspects of the currently assigned project.

Copy edits manuscripts applying Agency and Department formats. Resolves any remaining queries with the author. Marks manuscript according to specifications provided and checks printer's proofs or camera-ready copy to ensure adherence to those specifications.

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.

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 for the Position

Level 1-6 950 points

Knowledge of grammar, writing and editing practices, and the style requirements of reports, publications, media, etc., as pertinent to the general or specialized field/disciplines involved in planning documents and other materials with which involved. The incumbent is able to check material for grammatical correctness and appropriate reading level. Each publication is examined for clarity of expression, logical arrangement of material, adherence to general policy, and appropriateness of expression for the intended audience.

Knowledge of agency style requirements and publication standards. Must be familiar with the presentation of ideas, concepts, and facts. The incumbent must be able to make design suggestions for all publications to which assigned, and have the ability to employ basic desktop publishing technology in producing camera-ready copy. Identify, coordinate, or otherwise utilize necessary typing, word-processing, desktop publishing or contracted reproduction services as pertinent to the various documents, reports, brochures, newsletters, or other items encountered.

Knowledge of readily available sources of information pertinent to the various subjects encountered, including library resources, subject-matter experts (technical staff), or other sources. Review documents/items, to gather and verify facts, to write or edit materials i.e., reports, articles, newsletters, data sheets, etc. and to develop or present factual information that is clear, meaningful, and accurate to the intended audience.

General knowledge of the concepts and terminology of soil science and related fields (to clarify statements about soil formation and classification, the field mapping process, crop science, range management, forestry, conservation practices, wildlife habitat, broad land use planning, physical and chemical properties of the soils, engineering test data, geology, climate, agricultural development, and other related subjects).

2. Supervisory Controls

Level 2-3 275 points

The incumbent is under the supervision of the MLRA Office Staff Leader, with considerable added technical work and assignment guidance being provided by other professional and/or technical personnel of the MLRA. Assignments are usually made in terms of specific objectives to be obtained using standard methods, with interim results being subject to review for adequacy and reasonableness through consultation with supervisor, Soil Data Quality Scientist, or technical personnel/work assignors.

The incumbent works independently, seeking guidance and assistance in the event of problems and questions of policy, and in keeping the supervisor informed of progress. The employee obtains approval before making major deviations from established approaches. Completed work is reviewed for professional editorial acceptability, completeness, accuracy, and conformance to established policies and practices.

The incumbent follows accepted publication/reporting or related practices and precedents, and adapts them to carry out specific assignments, following format and style requirements established by reporting or publication guidelines or past practices. The employee reviews draft material, collects and analyzes, as necessary, for creating new or edited draft material, resolves most problems in accordance with accepted practices and adjusts material as pertinent to the intended audience, where necessary. In-progress review is minimal for normal activities, with completed project being reviewed for adequate coverage of topic, clarity, organization, and compliance with policy and agency practices.

### 3. Guidelines

Level 3-3 275 points

Guidelines include established methods, procedures, and practices, oral instructions in the case of unfamiliar assignments, and discussions with supervisor who defines work parameters. The subject and general scope/boundaries of information to be presented in the report, data-sheet, etc., are established/defined by assignor with the employee following precedents from similar but not always identical written products for format and methods necessary for researching and developing the information necessary to write and/or edit complete and accurate materials.

Specific references include NRCS policies and procedures, Department of Agriculture policies, GPO Style Manual, Soil Survey Manual, soil Taxonomy, National Soil Survey Handbook, dictionaries, books on modern grammar and usage, and other general editing guides and technical manuals. The incumbent uses judgment in selecting appropriate guidelines, references, and precedents and must be flexible in applying guidelines in order to preserve the author's writing style.

### 4. Complexity

Level 4-3 150 points

Soil surveys involve an intricate interpretation of considerable data. There are many different soils in a survey area. Each soil is described and classified according to its physical and properties. These properties are also used to evaluate the potentials and limitations of each soil for many different uses.

Assignments usually consist of writing/editing factual materials such as reports, data sheets, brochures, and similar materials as relevant to various portions of the work of the MLRA. Assignments are often recurring in nature and often support larger, more complex assignments/projects being accomplished by technical specialists/professional staff. Although the subject of material worked with is typically established, the incumbent uses a variety of related and unrelated research techniques, approaches, styles, sources, etc.

The incumbent is responsible for selecting the format, organization, style and reading level of the written product based on the nature of the topic, the level of intended audience, the requirements of the medium of presentation, the particular publication, or other information requirement. The incumbent collects, analyzes, selects, and combines information from a variety of sources to develop coherent written products and/or performs similar research and analysis to recommend appropriate changes in the organization, design, and presentation as presented in draft form.

Work assignments involve choosing among many possible approaches to the subject based on interrelated variables, i.e., the needs and interests of the intended audience, making sure that information presented is presented clearly and insufficient detail that it will be understood and be useful. Assignments typically are fairly routine, and often constitute parts of more complex assignments. The subjects and general formats are usually established, but the incumbent must use a variety of unrelated research techniques, approaches, and styles. The incumbent must have a general understanding of the ramifications of all editorial decisions to ensure that editorial balance is maintained throughout the publication.

Each manuscript consists of 200 to more than 1,000 pages of text, tables, and illustrations. The incumbent ensures that all elements are correctly integrated and cross-referenced into one cohesive publication. The incumbent must apply typesetting rules and procedures in order to prepare manuscripts for publication.

The primary and contributing authors may be specialists from many different fields and agencies. The incumbent ensures that they are in basic agreement on the use of terms and that their writing style and approach are compatible.

#### 5. Scope and Effect

Level 5-3 150 points

The purpose of the work is to prepare and publish/submit soil survey materials that explain, document, interpret, or otherwise depict the work of the MLRA Office Region. Written products are typically similar in format and approach to material previously produced and deal with similar problems or situations, albeit problems or situations sometimes requiring unrelated research and presentation techniques and methods in support of different subject matter areas, study types/authorities and for different purposes.

Prepares information for audiences i.e., segments of the public directly/indirectly affected by agency programs, and/or for technical specialists, i.e., soil scientists, or others who depend on accuracy and adequacy of information in further accomplishing their own project objectives.

Soil surveys are published by the National Cooperative Soil Survey, and are a joint effort of the United States Department of Agriculture and other Federal, state and local agencies. Several thousand copies of each survey are printed and distributed nationwide to libraries, NRCS field offices, state conservationist, Agricultural Experiment Stations, cooperating agencies, and members of Congress for further dissemination. The survey areas generally take in one or more counties. In most areas, that published soil survey is the most comprehensive inventory of natural resources available. The data is useful on the average for 20 years. The soil survey is the primary reference for district conservationists who direct NRCS programs on the local level.

The incumbent ensures that soil surveys can be used and understood by a diverse audience, both lay and professional. Farmers, ranches, foresters, and agronomists use soil surveys to evaluate the potential of the soil and the management needed for food and fiber production. Planners, community officials, engineers, developers, builders,

and home buyers use surveys to plan land use, select sites for construction, assess land values for tax purposes, and identify special practices needed. Conservationist, teachers, students, and specialists in recreation, wildlife management, waste disposal, and pollution control use surveys to help them understand, protect, and enhance the environment.

6. & 7 Personal Contacts and Purpose of Contacts Level 2B 75 points

Contacts are with soil scientists, engineers, conservationists, and other specialists at the state, regional, and national levels of NRCS and other government agencies. Contacts are also with other employees who perform writing/editing and related informational work pertinent to Soil Survey activities.

Contacts are made to exchange factual information necessary to produce written material. Other contacts are made to interview information sources and to coordinate work efforts with them or to advise technical specialists/work assignors or information sources of approved or potential editorial changes of a substantive nature. Individuals contacted are generally cooperative in providing information/assistance designed to further the Editor's work effort.

The incumbent gives written instructions to printers and word processing personnel and reviews the work of the word processing personnel for compliance.

8. Physical Demands Level 8-1 5 points

The work is sedentary and performed at a desk or similar workstation. There is some requirement to work between workstations or stand at consoles or printers for short periods of time in the immediate other work areas. There are no special physical demands in this position.

9. Work Environment Level 9-1 5 points

Work is normally performed in an office environment. Normal safety precautions are required.

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