

Visual Information Specialist, GS-1084-09 (Salina, Kansas)

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		
RECOMMENDED							
4. TITLE Visual Information Specialist					5. PAY PLAN GS	6. SERIES 1084	7. GRADE 09
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Visual Information Specialist							
11. PP GS	12. SERIES 1084	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
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	
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	Level 1-6	950	6. Personal Contacts	Level 2/B	75		
2. Supervisory Controls	Level 2-3	275	7. Purpose of Contacts				
3. Guidelines	Level 3-3	275	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-4	225	9. Work Environment	Level 9-1	5		
5. Scope and Effect	Level 5-3	150	27. TOTAL POINTS ▶			27. 1,975	
					28. GRADE ▶		28. GS-09
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 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/W/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (8) 022241	5. GRADE (2) 09	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1084	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0002	5. OFF. TITLE (38) Vis Inf Spectst					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD ◀ 1	7. SUP. CD. (1) 8	3. OCC. FUNC. CD. (2) 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 07/01/02		
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary ◀ 1		12. INACT / ACT (1) I = Inactive A = Active ◀ I		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 = 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) 1084					
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) 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 = RGEG 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 (8)
30. CLASSIFIER'S SIGNATURE					31. DATE					
32. REMARKS										

INTRODUCTION

This position is located on the Public Affairs Staff in the state office (SO). The incumbent primarily provides technical support by preparing visual communications materials for the public affairs specialist (PAS); state conservationist (STC); Management Team; and others in area and field offices (FOs) and the SO, as requested and needed. Emphasis is on developing alternative designs and working out details of visual information products conceived by others.

DUTIES

Operates a personal computer (PC)-based desktop publishing system (DTP) to prepare a variety of visual communications and presentation materials; such as, newsletters, pamphlets, brochures, fact sheets, fliers, spreadsheets, covers, diagrams, graphs, models, electronic presentations, charts, and news releases.

Gathers information and edits stories for the various publications produced by state PAS and others. Prepares electronic version of state newsletter, including layout and design.

Serves as primary photographer for Natural Resources Conservation Service (NRCS) activities, presentation materials, and as assigned by state PAS.

Acts as liaison with the Government Printing Office (GPO) on print orders. Serves as contact person with printing and graphics contractors.

Checks out digital cameras to SO staff as requested and downloads digital images from the media card to a compact disc (CD) when the camera is returned. Handles digital camera maintenance.

Provides digital camera training for the state and keeps current on the use of digital images. Maintains digital image files for the Public Affairs Staff.

Coordinates with conservation partners to assist with specific and appropriate activities pertaining to meetings, trade shows, conferences, and other collaborative activities.

Is responsible for the artistic integrity of each project. Ensures consistency of presentation of NRCS principles and philosophy from project to project, and between media used. Assists with the production of audiovisual presentations, electronic presentations, exhibits, and information displays.

Manages the storage and scheduling of digital cameras and audiovisual equipment.

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.

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, Level 1-6, 950 points

Knowledge of a variety of methods, techniques, and materials used in the design, production, and reproduction of visual products to plan the technical details of, or produce aesthetically composed visual products in a timely manner.

Knowledge of the mission, activities, and programs of NRCS in order to design and produce a visual information product; such as, photographs or charts to be reproduced as part of a publication, or exhibit to promote the activities of NRCS.

Skill in working with, operating, and maintaining a variety of audiovisual equipment and production systems in order to assist with the production of exhibits, information displays, and audiovisual and electronic presentations.

Knowledge of basic photographic composition, capabilities, and limitations to provide photographic support to the organizations mission.

Ability to operate digital camera equipment to photograph a variety of subjects under varying environmental conditions.

Knowledge of grammar, spelling, punctuation, capitalization, and required format to prepare a wide range of visual communications and presentation materials; such as, newsletters, pamphlets, brochures, fact sheets, fliers, electronic presentations, and news releases.

Ability to communicate orally and in writing in order to express ideas and facts, provide training, coordinate work with other offices, and facilitate an open exchange of ideas.

2. Supervisory Controls, Level 2-3, 275 points

The supervisor makes assignments by defining objectives, subject matter, priorities, and deadlines.

The employee independently plans and carries out the successive steps of producing the visual product and resolves technical problems that arise. The employee is personally responsible for the aesthetic quality of the visual product.

Completed work is evaluated for compliance with established practice and policy, and for meeting objectives of the assignment. Only methods on assignments that substantially depart from the usual practice are reviewed in detail.

3. Guidelines, Level 3-3, 275 points

Guidelines consist primarily of examples of similar, but not identical projects or materials provided by clients.

The employee exercises artistic taste and good judgment in transforming these ideas and visual materials into finished visual products that achieve the desired purpose and effect; such as, design, format, artwork, graphics, etc. The employee is expected to recognize where precedent projects, design specifications, or materials offered by clients must be adapted, decide how they should be adapted, and recommend these changes.

4. Complexity, Level 4-4, 225 points

Work assignments include a variety of conventional projects requiring the application of a wide range of methods, techniques, and materials. The employee plans the visual aspects of publications or presentations from general suggestions for format, theme, concepts to be illustrated, and intended audience. The work requires making decisions on how best to present technical and non-technical information, and identifying possible sources of additional information and materials needed to develop a visual product. The employee must determine the steps required to achieve the desired visual effect, select appropriate typefaces/fonts, illustrations, graphics, and other such elements, and prepare page layout and presentation materials from general instructions and subject matter provided by staff-person.

Projects typically require departing from past approaches used in the design or production of similar products in order to create a new visual product.

5. Scope and Effect, Level 5-3, 150 points

The purpose of the work is to plan the details of developing a variety of conventional visual information products for various uses throughout NRCS in Kansas. Products are sometimes part of another staff-person's project and sometimes an "end product" for various uses and audiences, for example: information for NRCS employees, prospective employees, and retired employees; NRCS national headquarters; other federal, state, or local agencies and organizations; special emphasis groups; congressional persons and legislative groups; and private individuals and groups.

Work products support and affect the adequacy of such activities as public information, training, developing technical publications, or conducting relations with professional communities associated with the work of the organization.

6. Personal Contacts, Level 2/B, 75 points

7. Purpose of Contacts

Primary contacts are with the Public Affairs Staff and with NRCS staff at all levels throughout Kansas. Contacts are sometimes routine, but are often for coordinating or planning purposes regarding the specific product, and for resolving problems encountered or potential problems.

As liaison person with the GPO, employee is the primary contact with GPO and with the printing and graphics contractors of the current term contracts negotiated by GPO.

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

The work requires some physical exertion and long periods of standing or recurring lifting of moderately heavy items; such as, exhibits, displays, and audiovisual equipment. Work typically involves producing or installing exhibits and working "on location" at meetings, conferences, and trade shows to serve as the NRCS photographer.

9. Work Environment, Level 9-1, 5 points

Work is typically performed in an adequately lighted and climate-controlled office and requires no special safety precautions.

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