

Cartographer, GS-1370-12 (Salina, Kansas)

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION										
<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 Cartographer							5. PAY PLAN GS	6. SERIES 1370	7. GRADE 12	
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)			
OFFICIAL										
10. TITLE Cartographer										
11. PP GS	12. SERIES 1370	13. FUNC 99	14. GRADE 12	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Deborah M. Kaiden		
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)										
1st		Natural Resources Conservation Service					5th			
2nd		KS State Conservationists Off					6th			
3rd		Resource Conservation Staff					7th			
4th		Salina 760 S Broadway					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				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.	
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. Evaluation statement on file.							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) 065212	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1370	3. OCC. FUNC. CD. (2) 99	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Cartog						
6. HQ. FLD. CD. (1) ◀ 1 = HQ 2 = FLD	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	9. INTERDIS. CD. (1) ◀ X = New Std. Applied Blank = NA		10. DT. CLASS (6) MO DAY YEAR N = No Y = Interdis 08/01/06	
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	2. FIN. DIS. REQ. (1) ◀ E = Exempt N = Nonexempt		0Y		3. POS. SCHED. (1) ◀ 0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 1370	
6. WK. TITLE CD. (4)		7. WK. TITLE (38)										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917812					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 4900 269		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 = 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 (8)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

INTRODUCTION

The position is located on the Resource Conservation Staff in the Kansas State Office (SO). The position is under the supervision of the state resource conservationist (SRC). The incumbent serves as Customer Service Toolkit (CST) and Service Center Information Management System (SCIMS) Coordinator and Geographic Information Systems (GIS) Specialist and provides GIS, remote sensing (RS), Global Positioning System (GPS), and cartography support for agency activities and programs.

DUTIES

Serves as state technical authority for CST. Coordinates and guides the implementation of CST statewide to ensure consistency with national direction. Coordinates and guides the implementation of SCIMS statewide to ensure consistency with national direction. Assures that all state level CST data collection protocols are followed.

Evaluates and coordinates CST training needs, develops training materials, and plans, organizes, and leads the training for CST applications. Coordinates the installation of new versions of CST with the appropriate technology personnel. Recommends implementation dates to the State Conservationist for new versions of CST to be implemented, based on current workload and program activities.

Develops task guides, shortcuts, and other CST enhancements and modifications to CST for Natural Resources Conservation Service (NRCS) use. Serves as a member of the CST Business Advisory Group. Tests and evaluates new CST applications. Provides expertise and advice to CST developers in Fort Collins, Colorado, and Washington, D.C.

Revises CST cartographic standards and specifications for applications used within the state. Makes recommendations to national CST developers in order to provide technical assistance to field offices (FOs), in data layer development and analyses necessary to ensure data consistency and integration with other tools such as the Performance Results System (PRS) and Program Contracts System (ProTracts), which jointly use the National Conservation Planning Database (NCPD).

Works closely with the State GIS Specialist to ensure that geospatial data is available for use by CST users and that data developed in CST is consistent with state data standardization requirements. Assists the State GIS Coordinator in developing and maintaining the field GIS technical activities, including GIS data management, analyses, and storage.

Develops Arc Macro Language (AML) shells and scripts to assist field staff nation wide with GIS development. Provides support and training to field and area office (AO) staff's, regarding the use of GIS, RS, GPS, and other cartography products, in particular aerial photo-interpretations.

Develops tools to collect, analyze, and utilize the data for resource assessment and statewide policy development. Tools are posted to the Kansas CST Web site for download by other state users.

Provides support for NRCS CST and GIS applications and hardcopy map generation for applications used at the field, area, and state levels.

Performs other related 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

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.

This position is exempt from the provisions of FLSA.