

Rangeland Management Specialist - GS-0454-12

| 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 Rangeland Management Specialist | | | | 5. PAY PLAN GS | 6. SERIES 0454 | 7. GRADE 12 | |
| 8. WORKING TITLE (Optional) | | | | 9. INCUMBENT (Optional) | | | |
| OFFICIAL | | | | | | | |
| 10. TITLE Rangeland Management Specialist | | | | | | | |
| 11. PP GS | 12. SERIES 0454 | 13. FUNC 51 | 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 | Level 1-7 | 1,250 | 6. Personal Contacts | Level 3C | 180 | | |
| 2. Supervisory Controls | Level 2-4 | 450 | 7. Purpose of Contacts | | | | |
| 3. Guidelines | Level 3-4 | 450 | 8. Physical Demands | Level 8-2 | 20 | | |
| 4. Complexity | Level 4-5 | 325 | 9. Work Environment | Level 9-2 | 20 | | |
| 5. Scope and Effect | Level 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

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|-------------------------------|--|--------------------|--------------------------|--------------------|---------------|
| A. KEY DATA | | | | | |
| 1. FUNCTION (1) ◀ A/C/D//R | 2. DEPT. CD./AGCY-BUR-CD. (4) AG 16 | 3. SON (4) 5275 | 4. MR. NO. (6) 022276 | 5. GRADE (2) 12 | 6. IP NO. (6) |

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|---|--------------------------|---|-------------------------------|---|--|--------------------------------------|--------------------------------------|--|--|--|
| 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 YFAR 06/13/94 |
| 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) | | | | | | | | | | |

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|---|-------------------------------|---|--|---|---|---|---|---|------------------------------|--|---|-------------------|---------------------------|
| 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 = 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) 0454 |
| 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 = 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

This position is that of a rangeland management specialist serving all areas and field offices (FOs) in Kansas with headquarters in the area office (AO) at Emporia, Kansas. The incumbent has leadership for planning, guiding, and coordinating the state's range conservation and pasture management program including determining range and pasture problems, setting state objectives and priorities, and assisting area and FO staffs to improve the state's range and pasture resources.

DUTIES

Serves as the principal expert and technical advisor for the rangeland management program in the state, and provides program status reports and briefings on program activities and issues.

Plans and coordinates rangeland management field trials to determine applicability and adaptability of known research findings. Determines and recommends research needs to alleviate rangeland problems, restore rangeland health, improve productivity, and facilitate compatible land use. Assists the state resource conservationist (SRC) in determining plant material needs for use in correcting conservation problems on rangeland.

Develops standards and specifications for rangeland use and preservation and provides leadership for the maintenance of technical guides, including the electronic Field Office Technical Guide (eFOTG) and standards and specifications for rangeland and pastureland practices and activities.

Plans and implements projects to analyze and gauge rangeland conditions. Correlates range and grazing practices with area and field support specialists to develop, revise, and amend FO technical guides.

Develops and executes an effective training program for Natural Resources Conservation Service (NRCS) specialists and managers to ensure that range conservation and pasture management problems are studied and that conservation resource plans provide for the application of correct practices and principles of range and pasture management. Presents information on: grasslands, forbs, and shrubs; growth habits of key species; how each key species responds to different grazing systems; the use of grazing systems to bring about improvement of depleted ranges; the appropriate procedures to use in determining proper range and pasture use; and the importance of range sites, the condition, and pasture groups.

Provides training on field mapping procedures to NRCS specialists so they can assist farmers and ranchers to develop and implement both short and long-range land use plans.

Develops, revises, and amends the ecological site descriptions and forage suitability groups, as needed. Conducts inspections of range and pasture conservation activities in the state for adherence to NRCS policies and standards. Prepares reports and recommends solutions for problems that have significant impact on existing policies and programs.

Serves as the senior program specialist for specific elements, such as rangeland riparian/wetland management, rangeland vegetative management, and the Wild Horse and Burro Program. Provides technical advice and staff support on rangeland management issues. Ensures that national policies and applicable guidelines are effectively implemented and communicated statewide. Develops long-range program plans, the annual budget and work plan, and prepares guidance for implementation within the assigned area of responsibility.

Gathers quantitative and cost-return data concerning production yields for different range sites and condition classes; provides this information to area and FO personnel and provides training on ways and means of using cost-return information. Directs collection of range production data as related to soil taxonomic units and makes final check of this data before processing into computer language.

Analyzes range and pasture problems to determine priorities of actions needed to best use existing resources to meet present and future needs.

Keeps supervisors of district boards, livestock organizations, farmers and ranchers, representatives of other agencies (federal, state, and local), colleges, and other interested groups advised of the range and pasture conservation programs and activities of the NRCS by conducting or participating in meetings, tours and demonstrations. Writes and submits for publication news articles and feature stories related to the NRCS range conservation program in Kansas. Cooperates with and secures from agricultural experiment stations and other sources, technical information on range and pasture seeding, management, and improvement practices, and adapts this information to the work of the NRCS.

Performs 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

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 1-7, 1250 points

Professional knowledge of a wide range of rangeland management principles, concepts, and theories sufficient to perform duties concerning the development and implementation of multiple-use rangeland management plans. At this level, knowledge and skills are sufficient to solve problems covering diverse rangeland management situations and facilitate compatible land use objectives.

Professional knowledge and skills required to modify or adapt standard processes and procedures; to assess, select, and apply appropriate precedents; and to devise strategies needed to overcome significant resource problems related to program management and evaluation. Skill and knowledge sufficient to deal with special problems that require sustained efforts for solution.

Knowledge of computers sufficient to integrate various program activities, technical, and management functions in area and FO operations and to provide training in planning for range and pasture management technical applications.

Knowledge of related disciplines such as wildlife biology, forestry, soil conservation, plant taxonomy, and hydrology and their interrelationships sufficient to utilize such knowledge in planning multiple-use, sustained yield rangeland management programs.

Knowledge of ecological processes and the skill to evaluate and assess the environmental impact of various management practices on a rangeland ecosystem, or on the complementary or competitive impact of the development, modification, or change in the use of one resource on another. Knowledge and skill sufficient to resolve

differences among diverse groups with competing goals in order to effectively recommend and justify the appropriate rangeland management resource strategy.

Knowledge of agency and/or tribal policies and procedures and applicable federal statutes and legislation governing rangeland management programs.

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

The incumbent is under the supervision of the SRC who establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, projects, and deadlines.

The incumbent is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The incumbent resolves most problems that arise and coordinates the work with other plant scientist specialists headquartered in the state office (SO). The incumbent interprets and applies program policy in terms of established objectives and keeps the supervisor informed of progress, potentially controversial problems, concerns, issues, or other matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, producing expected results, and compatibility with other work.

3. Guidelines, Level 3-4, 450 points

Guidelines at this level are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects of rangeland management. The incumbent is required to deviate from conventional methods and practices or develop new and modified techniques and methods for obtaining effective results.

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 statewide 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, Level 4-5, 325 points

The incumbent of this position has leadership for the development of a sound range conservation program in Kansas. Programs found in Kansas include, but are not limited to: Conservation Technical Assistance (CTA); Grazing Lands Conservation Initiative (GLCI); Environmental Quality Incentives Program (EQIP); Wildlife Habitat Incentives Program (WHIP); Watershed Program (PL 83-566); Resource Conservation and Development (RC&D); Wetlands Reserve Program (WRP); and Conservation Reserve Program (CRP).

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 which involve complicating factors include wind and water erosion, degradation of surface and ground water quality, and land use and cover changes.

Work involves performing a variety of natural resource management duties that require an in-depth analysis of problems and issues throughout the state. Work also involves coordinating and planning activities that cover multiple resource programs and developing new methods and techniques to resolve problems.

Work assignments are varied and diverse and involve broad and varied resource conservation activities (i.e., analyzing the quality and quantity of biological and wildlife resource plans and/or application of resource systems within the state). 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 and managing numerous tasks and multiple priorities all at the same time.

Work involves working with various state and federal agencies, local units of government, organizations, and consultants in resolving sometimes sensitive problems dealing with wildlife 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, Level 5-4, 225 points

The incumbent develops new or vastly improved techniques or solutions to specific problems in rangeland management and coordinates results with other related resource activities throughout the state. He/she advises on, plans, or reviews specific problems,

programs, or functions that occur within the state. The results of the work directly influence the effectiveness and acceptability of agency goals, programs, and/or activities and the success of private consultants and non-agricultural land users in their application of technically sound range management systems on non-agricultural land that benefits the general population.

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 biological and environmental issues and activities, and assessing program effectiveness in the state. The employee ensures a correct understanding of rangeland and pasture management principles of soil and water conservation activities and their application by state and federal agencies and local units of government personnel, consultants, technical service providers, and private land users.

6. Personal Contacts, Level 3C, 180 points

7. Purpose of Contacts

Personal contacts are with other NRCS personnel at the field, area, and SO levels and with conservation district supervisors and employees. Non-routine contacts 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.

The position is designated as an official liaison with the Kansas Association of Conservation Districts, the Tallgrass Legacy Alliance, the Kansas Grazing Lands Coalition, and the Kansas Livestock Association.

The primary purpose for these contacts is to plan, coordinate, or advise on work efforts and solve operating problems by influencing or motivating individuals or groups who are working toward mutual goals, but may be skeptical or uncooperative.

The incumbent must be experienced in approaching the individual or group to obtain the desired effect, such as gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport to gain information.

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

The work is sedentary and usually performed while seated at a desk. There is some walking and travel to attend meetings away from the work site. On occasional trips to the field, there may be some physical exertion related to range management work

requiring the incumbent to stand for long periods and/or walk on rough, uneven or rocky terrain.

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

The work is usually performed outdoors and involves regular and recurring exposure to moderate risks such as exposure to wind, adverse weather conditions, insects, snakes, poisonous plants, or pesticides.

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