

District Conservationist, GS-0457-11

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET			
1. NEW <input type="checkbox"/>		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER			3. REPLACES PD NUMBER								
RECOMMENDED													
4. TITLE Soil Conservationist							5. PAY PLAN GS	6. SERIES 0457	7. GRADE 11				
8. WORKING TITLE (Optional) District Conservationist							9. INCUMBENT (Optional)						
OFFICIAL													
10. TITLE Soil Conservationist													
11. PP GS	12. SERIES 0457	13. FUNC 51	14. GRADE 11	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Jane Medina					
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			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 3/C		180			
2. Supervisory Controls		Level 2-4		450		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 9-2		20			
5. Scope and Effect		Level 5-3		150		27. TOTAL POINTS ▶				27. 2,570			
								28. GRADE ▶		28. GS-11			
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

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) 127739	5. GRADE (2) 11	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0457	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Soil Conservationist						
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 = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 11/20/07	
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 = 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) 457F	
6. WK. TITLE CD. (4) 1950		7. WK. TITLE (38) District Conservationist															
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 (6) 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 = 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. ASGN. SER. (4)		29. AGCY. USE (8)					
30. CLASSIFIER'S SIGNATURE										31. DATE							
32. REMARKS																	

INTRODUCTION

The incumbent of this position serves as the district conservationist (DC) responsible for serving as a liaison and consultant to the conservation district (CD) board. The incumbent also carries out the Conservation Technical Assistance (CTA) Program and the Farm Bill program responsibilities as assigned by the supervisory soil conservationist (SSC). Assists the CD in carrying out their natural resources conservation program. The position is responsible for other Natural Resources Conservation Service (NRCS) programs in the designated area of responsibility.

DUTIES

Implements the CTA program and Farm Bill programs in the designated area of responsibility. Recommends conservation goals and work priorities to the SSC. Serves as a consultant and advisor to the elected CD board.

Prepares and revises resource conservation plans and long-term contracts (such as the Environmental Quality Incentives Program [EQIP], Wildlife Habitat Incentives Program [WHIP], and Wetlands Reserve Program [WRP]) on units of land within the designated area of responsibility. Makes field surveys and examinations in securing data, assembling maps, and tabulating needed information. Delivers and explains resource conservation plans and/or contracts to landowners and/or operators. Prepares contract payments for Farm Bill programs.

Plans and applies structural, vegetative, cultural, and management conservation practices. Determines practice need and feasibility and certifies extent and adequacy of established practices.

Through the various news media and outreach efforts, organizes and carries out an informational program on resource conservation activities. This may include, but is not limited to, writing newspaper articles; conducting meetings, tours, and demonstrations; speaking at schools, civic associations, and scout meetings; and involvement in radio and television programs.

As requested, provides inventories and evaluations, which include soil interpretations, erosion control, plant materials, and water management alternatives; and preliminary investigations and reports for land use planning and development.

Prepares reports, maintains records, and identifies opportunities and forwards recommendations to reduce field level workload, as appropriate. 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.

If applicable, provides technical guidance to sponsors of watersheds in developing program schedules, securing land rights, contracting for construction, and other activities incident to organization, installation, operation, and maintenance of watersheds.

If applicable, promotes and encourages the use of the Resource Conservation and Development (RC&D) Program in the county. Provides the coordination and information needed to keep interested parties apprised of the program's goals and objectives. Assists with the preparation of proposals and measure plans, and with the implementation of plans.

Attends meetings of district governing body, local work groups, interagency groups, and regional and/or community development groups as assigned by the SSC in order to coordinate and accomplish the programs and activities of the NRCS.

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 services provided to 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 natural resources conservation principles, methods, and techniques and skill sufficient to analyze and evaluate complex natural resource factors and interpret related social and economic conditions, and devise and implement comprehensive, integrated resource conservation plans.

Knowledge of related physical and biological sciences including soil science, wildlife biology, agronomy, hydrology, forestry, range conservation, economics, and applicable elements of engineering sufficient to recommend optimum and alternative natural resource development strategies.

Knowledge of and skill in written and oral communication techniques sufficient to discuss, explain, and promote natural resources conservation measures, plans, and objectives at formal and informal meetings involving elected board members, county and community conservation leaders, and representatives from federal, state, and local government agencies, along with individual landowners and operators, contractors, and agribusiness representatives.

Knowledge of laws, regulations, and policies covering federal contracting procedures. Knowledge of laws, regulations, and policies governing all applicable cost-share assistance programs to carry out program objectives.

Knowledge to provide technical assistance and administrative direction to agricultural-related district board(s) and, as appropriate, project sponsors.

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

Incumbent receives supervision from the SSC in charge of the management unit. The SSC provides resources based upon workload analysis and local, state, and national business plans to achieve operational objectives. The incumbent and supervisor confer on planned resource conservation priorities, allocation of resources, and completion dates.

Incumbent plans the field office (FO) effort in developing and carrying out a wide range of land treatment measures and water management practices and interprets agency criteria in light of established objectives. Resolves technical difficulties and/or organizational problems that impede resource conservation actions. Technical guidance is received from specialists of the area and state staffs as requested by the SSC on special problems in specific subject matter fields.

There is little or no on-site supervision while work is in progress. Where technical difficulties or administrative problems arise, the incumbent confers with the SSC. Completed conservation efforts are reviewed by the SSC and area or state-level evaluation teams for adherence to NRCS policies, procedures, and standards and compatibility with broad, area-wide goals.

3. Guidelines, Level 3-3, 275 points

Guidelines include the General Manual, technical manuals/guides, and standards and specifications that are issued NRCS-wide and supplemented at the state level. Incumbent also utilizes program handbooks, local annual operating plans, state agricultural college reports, professional journals, natural resources conservation textbooks, bulletins, and memoranda.

Incumbent must exercise experienced judgment in adopting and modifying guidelines and applying them to planning situations.

4. Complexity, Level 4-4, 225 points

Assignments usually involve developing a broad variety of conservation plans, projects, or measures for a diversified group of landowners, such as state and county governments, irrigation or drainage districts, RC&D project organizations, and flood prevention units of local government.

Incumbent evaluates proposed resource development plans characterized by complications such as insufficient funding, conflicting views of sponsors, unusual soil conditions, varied land ownership pattern, inadequate groundwater data, widely differing land use objectives, zoning impediments, expanding population, or the need to refine standard conservation planning measures.

Incumbent independently evaluates objectives for resource conservation projects. Determines appropriate criteria and techniques applicable to the assignment. Typically, conservation methods and measures are extended or adjusted to accomplish sound resource development under diverse environmental or community circumstances.

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

The purpose of the work, which typically consists of professional and administrative assignments, is to advise, motivate, and lead individuals and organized groups of landowners and representatives of governmental agencies in the evaluation of conventional soil erosion and water management problems and different local government jurisdictional roles. The incumbent prepares land and water treatment plans, measures, and techniques and recommends their adoption.

Incumbent's work affects the adequacy of conservation program activities, the attainment of annual plan of operations objectives, and agency credibility among program participants.

6. Personal Contacts

7. Purpose of Contacts, Level 3C, 180 points

Routine contacts are made with landowners and operators; elected board members; representatives of federal, state, county, and municipal agencies; the news media; civic groups; students and teachers; and contractors. As appropriate, there may be less frequent contacts with others who have an interest in resource conservation.

The purpose of the contacts is to persuade, influence, and encourage unconvinced or indecisive individuals and organizations to agree upon conservation goals and objectives.

To overcome any initial reluctance, the incumbent emphasizes technical advantages and gains to be accomplished through adoption of a specific conservation course of action. The incumbent must use tact and diplomacy to achieve a working consensus among parties who may have dissimilar opinions.

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

The work requires regular and recurring prolonged walking over field terrain, and bending, lifting, and stretching when utilizing survey instruments and equipment. Average dexterity in the use of drafting tools is necessary.

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

The work involves regular and recurring exposure to agricultural and construction-type equipment while in operation. There may be exposure to wide temperature ranges including heat, snow, and ice and herbicide and chemical spray operations; requiring safety precautions. Protective gear and clothing that are appropriate to the field conditions must be worn.

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