

## Soil Conservation Technician, GS-458-07

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 Soil Conservation Technician					5. PAY PLAN GS	6. SERIES 0458	7. GRADE 07
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
<b>OFFICIAL</b>							
10. TITLE Soil Conservation Technician							
11. PP GS	12. SERIES 0458	13. FUNC	14. GRADE 07	15. DATE MONTH   DAY   YEAR			16. I/A <input checked="" 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				7th			
4th				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	
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 1-5	750	6. Personal Contacts	2	75		
2. Supervisory Controls	FLD 2-3	275	7. Purpose of Contacts	B			
3. Guidelines	FLD 3-2	125	8. Physical Demands	FLD 8-2	20		
4. Complexity	FLD 4-3	150	9. Work Environment	FLD 9-2	20		
5. Scope and Effect	FLD 5-3	150	27. TOTAL POINTS ▶			27. 1,565	
					28. GRADE ▶		28. GS-07
<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 NONEXEMPT from the provisions of FLSA.					33. OPM CERTIFICATION NUMBER		

**MASTER RECORD/INDIVIDUAL POSITION DATA**

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D/M/R	2. DEPT. CD/JAGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 022335	5. GRADE (2) 07	6. IP NO. (8)

<b>B. MASTER RECORD</b>									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0458	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0002	5. OFF. TITLE (38) Soil Conservation Technician					
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	9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT. CLASS (6) MO   DAY   YEAR
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)
17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

<b>C. INDIVIDUAL POSITION</b>																
1. FLSA CD. (1) N	2. FIN. DIS. REQ. (1) 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		4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 0458					
6. WK. TITLE CD. (4)		7. WK. TITLE (38)														
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)								
1st	2nd	3rd	4th	5th	6th	7th	8th	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)		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)								19. DT. REQ. REC. (6) MO   DAY   YEAR		20. NTE. DT. (6) MO   DAY   YEAR		21. POS. ST. BUD (1) Y				
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act			Maintenance Review Act			Results										
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			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**

As a soil conservation technician assigned to the field office (FO), the incumbent provides assistance to land users and the conservation district within an assigned area. The incumbent provides technical support services and schedules the installation and application of conservation practices. The work requires the review of cost-sharing requests under the provisions of federal, state, and possibly local agricultural programs.

## **DUTIES**

Integrates established conservation practices. Prepares basic conservation plans where local practices serve as precedent for combining several conservation measures, and works with soil conservationists on more complex plans. Modifies standard designs covering conservation practices within established job approval authorities.

As conservation plans are written, contacts farmers and ranchers to develop a systematic application schedule for practices included in the plan. Schedules own time for the necessary on-site assistance required in the application of practices.

Determines priorities and scheduling of the application workload in the FO. Receives requests for layout and establishment of practices and develops and carries out a schedule to apply requested conservation practices.

Explains cost-share payment procedures to farmers, inspects proposed sites, determines need and feasibility of conservation practices, advises on-site selections, performs layout work, and supervises construction of practices for which the Natural Resources Conservation Service (NRCS) has technical responsibility. Reviews proposed practices designed by others as requested. Checks completed practices to determine that specifications are met. Completes field sheets and recommends acceptability of completed practices to the supervisor for final certification.

Establishes and/or carries out a follow-up schedule to check progress made in carrying out conservation plans. Suggests best methods and time for installing additional practices, recognizes when revision in plans are needed, and obtains data which expedites revision of plans. Provides hands-on, technical training for producers, new employees, and others as assigned by the district conservationist (DC).

Assists with public information activities. As appropriate, conducts practice demonstrations. Discusses conservation practices on tours. Presents material on practice application and specifications at community or contractor meetings. Writes news stories relative to the application of conservation practices.

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, FLD 1-5, 750 points**

The position requires a practical knowledge of complex natural resources conservation methods, techniques, and measures applicable to the area. The incumbent applies knowledge in order to install and maintain conservation practices.

Knowledge of agricultural and other land operations use is required in order to acquire planning data to implement conservation techniques. Skill is required to interpret acquired data and develop basic conservation plans through application of precedent-controlling criteria.

The incumbent must be knowledgeable of written and oral communication techniques in order to address groups interested in conservation techniques during farm tours, practice demonstrations, and in meetings. This knowledge is also applied in the preparation of conservation articles for publication in local newspapers.

Knowledge of federal, state, and applicable, local cost-share natural resources conservation programs sufficient to advise landowners on eligibility prerequisites and conditions that must be satisfied to qualify for program acceptance and payments.

Knowledge and skill sufficient to conduct engineering surveys and to design mechanical practices to be utilized in conservation planning.

#### **2. Supervisory Controls, FLD 2-3, 275 points**

The incumbent is under the supervision of the DC. The supervisor sets operational work priorities and expected completion dates. The incumbent uses initiative and self-motivation to carry out the work resolving technical and operational difficulties according to accepted practices. For new assignments involving duties where criteria and procedures are

unclear, the incumbent is provided assistance by the supervisor and area staff specialists.

Completed work is reviewed for accuracy.

3. Guidelines, FLD 3-2, 125 points

NRCS procedures cover assigned work and include the FO plan of operations, engineering handbook, technical standards, specifications and supplements, cost-sharing program requirements, soil survey data, and textbooks on natural resources conservation. Administrative activities are covered by the General Manual.

The performance of field work requires some judgment given the environmental conditions of the agricultural or community land unit under consideration. The incumbent identifies appropriate conservation measures from among available alternatives. Where procedural guidance is insufficient, referral is made to the appropriate specialist or supervisor.

4. Complexity, FLD 4-3, 150 points

The incumbent advises landowners, operators, and contractors on the application and maintenance of conservation practices. The incumbent assesses the nature and severity of conservation problems and evaluates a variety of elements such as the cost of practice installation, soil conditions, topography, cropping practices, relationship to adjoining land units, and the feasibility of a wide range of equipment operations. The incumbent develops a complete conservation plan, or revises a current plan, and recommends the installation or modification of established conservation practices for agricultural enterprises.

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

The work involves consideration of a wide range of conventional conservation practices for a variety of rural and/or urban land units, combining measures when needed and integrating them into a Resource Management System (RMS). The completed work results in the development and implementation of a RMS to agricultural operations and/or land units with complex physical conditions.

6. Personal Contacts, Level 2-b, 75 points

7. Purpose of Contacts

Personal contact is made with landowners and operators, contractors, community residents, and local public officials to provide and/or obtain conservation information. Typical NRCS contacts are with professional and technical personnel at both the area and state office levels. There is also contact with employees of other agricultural related state and federal agencies.

Contacts are to resolve technical and operational questions and provide advice regarding conservation practices and issues. Usually, the incumbent recommends installation, modification and maintenance of conservation practices, describing the advantages, and disadvantages of specific practices in terms of preventing erosion and conservation problems. Information regarding various cost-share practices is also provided. Contacts also are made

with private contractors to coordinate site work efforts. Most individuals contacted demonstrate a cooperative attitude.

8. Physical Demands, FLD 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.

9. Work Environment, FLD 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 heat, snow, and ice, as well as herbicide and chemical spray operations, which require safety precautions.

This position is nonexempt from the provisions of FLSA.