

Rangeland Management Specialist, GS-454-09

REASON FOR THIS POSITION							POSITION DESCRIPTION COVER SHEET			
1. NEW <input type="checkbox"/>		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>		3. REPLACES PD NUMBER <input type="checkbox"/>						
RECOMMENDED										
4. TITLE Rangeland Management Specialist							5. PAY PLAN GS	6. SERIES 0454	7. GRADE 09	
8. WORKING TITLE (Optional)						9. INCUMBENT (Optional)				
OFFICIAL										
10. TITLE Rangeland Management Specialist										
11. PP GS	12. SERIES 0454	13. FUNC 51	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			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		FLD 1-6		950		6. Personal Contacts		2		75
2. Supervisory Controls		FLD 2-3		275		7. Purpose of Contacts		B		
3. Guidelines		FLD 3-3		275		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. 1,915	
								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/M/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 040855	5. GRADE (2) 09	6. IP NO. (8)

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 Spectst						
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 05/15/03	
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)										

C. INDIVIDUAL POSITION																
1. FLSA CD. (1) N	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 (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 = RGE 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
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 (6)				
30. CLASSIFIER'S SIGNATURE										31. DATE						
32. REMARKS																

INTRODUCTION

The incumbent of this position serves as rangeland management specialist in a field office in Kansas, and assists the district conservationist in carrying out a complete soil and water conservation program as well as livestock producing support.

DUTIES

Explains the Natural Resources Conservation Service-conservation district relationship and organization to producers requesting assistance. Provides them with information about the various opportunities under available cost-share programs. Receives their applications for assistance.

Assists livestock producers in developing conservation plans, providing for appropriate land use and conservation treatment, balancing forage and feed supplies by seasons, scheduling proper rates of stocking and seasons of use, and other associated range conservation measures.

Reviews Environmental Quality Incentives Program (EQIP) and Conservation Reserve Program (CRP), et al., applications to determine eligibility under the program. Assists operators in the preparation of EQIP and CRP contracts, using the conservation plan as the basis. This includes determining items to be cost-shared, computing the amounts and extent of cost share, determining the schedule by years for the application of practices, and determining the necessary control of the unit.

Provides assistance to cooperators in the application of practices under the EQIP and CRP, et al. Makes annual review of progress of application of practices scheduled to determine if contract modifications are needed, and prepares contract modifications to keep the contract and the work on the land correlated. Assists in the preparation and annual review of the cost-share rates to be used in connection with the EQIP and CRP, et al., contracts.

Provides information and contacts operators to inform them of opportunities and provisions of the Wetlands Reserve Program. Assists operators in preparation of plans and schedules contract items.

Makes range site and condition surveys, determining related soil conditions and relationships of sites and key plants. Makes degree or use checks at the close of the grazing season, especially with EQIP producers.

Carries on a follow-up program for maintenance of conservation practices, especially those related to range improvements.

Assists the district conservationist in preparing plans of work, incorporating the range phases, prepares schedules and plans adequate follow-up to ensure range improvement or maintenance under applied management type and mechanical practices.

Prepares news and feature stories and technical articles for publication, conducts tours and demonstrations, gives talks to livestock producers and other groups on rangeland management principles and results and other pertinent topics relative to the conservation program in the area.

Assists in developing technical standards and specifications for rangeland management practices, aids, job sheets, and similar guides for use in the area of assignments. recommends research needs to solve specific range problems; keeps abreast of applicable findings on range research and conducts special approved field trials to provide local data for conservation planning.

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.

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.

EVALUATION FACTORS

1. Knowledge Required by the Position

FLD 1-6 950 points

Knowledge of the principles, methods, and techniques of rangeland management and related sciences including agronomy, hydrology, biology, and engineering practices sufficient to: 1) develop conservation plans employing conventional and established criteria and techniques; and 2) draft complete tentative plans for management and improvement of specific ranches or range allotments, including analyzing field data, preparing maps, recommending grazing practices and land treatments in light of inventory findings and management goals, adjusting stocking rates and seasons of use, and considering related land and resource uses.

Knowledge of soil properties and characteristics sufficient to interpret land use potential and deficiencies and advise landowners or operators of sound erosion control and plant management techniques.

Knowledge of agency soil and water conservation programs, eligibility for landowner participation, and payment provision for individuals and formal conservation organizations upon successful application of conservation measures.

Knowledge and skill sufficient to formally communicate rangeland management methods, measures and techniques to small and moderate sized groups of community and rural landowners and respond to technical inquiries with substantive information.

2. Supervisory Controls

FLD 2-3 275 points

The district conservationist assigns soil and water conservation workload, operational objectives and program priorities consistent with the local plan of operations.

The rangeland management specialist plans the steps to be carried out and makes the necessary field decisions day by day. The incumbent seeks assistance when a problem seems beyond the scope of the guidelines or proven techniques available.

3. Guidelines

FLD 3-3 275 points

Guidance in the form of annual operating plans, agency technical publications and state office supplemental specifications, appropriate state and local ordinances and regulations are available and generally applicable. The rangeland management specialist frequently makes adjustments in the program because of the prevalent range conditions affecting a land unit. The incumbent must develop an economically feasible alternative when there is no directly applicable guidance.

4. Complexity

FLD 4-3 150 points

Rangeland planning assignments involve rural landowners and require the interpretation of soil, water, and other environmental data to develop sound range management. The rangeland management specialist considers rangeland management methods, measures and techniques for improvement of range sites. Assignments typically are performed by applying sound rangeland management methods which may be adapted by the rangeland management specialist to local conditions.

5. Scope and Effect

FLD 5-3 150 points

The purpose of the work is to advise and assist rural and community landowners in the planning and application of conservation practices, giving special attention to the development of rangeland management or conservation plans within their work area. The work accomplished contributes to the completion of the plan of operations, effective rangeland management systems, and efficient performance of other conservation planning and application efforts.

6. Personal Contacts

7. Purpose of Contacts

2B 75 points

Personal contacts are in the employing agency, but outside the immediate office setting. Contacts are with agency employees who are at different organizational levels. Contacts are made with local organizations and community residents, singly and in groups, to provide and obtain conservation information.

Contacts are made with agency personnel to resolve complex technical and operational problems. Contacts with individuals or groups are to advise and assist on the development of soil and water conservation measures, plan, and coordinate the implementation of a range of technical practices and recommend alternative conservation solutions. Those contacted have interests compatible with the conservation effort, demonstrate a cooperative attitude, and are playing a well-defined role.

8. Physical Demands

FLD 8-2 20 points

The work requires regular and recurring physical exertion, prolonged walking on rough terrain, crossing ditches and furrows, and/or climbing steep banks.

9. Work Environment

FLD 9-2 20 points

Work is performed both outdoors and in an office. Outdoor work involves regular and recurring exposure to moderate risks such as exposure to wind, adverse weather conditions, insects, poisonous plants, or pesticides.

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