

Rangeland Management Specialist, GS-454-11

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 11	
8. WORKING TITLE (Optional)				9. INCUMBENT (Optional)			
OFFICIAL							
10. TITLE Rangeland Management Specialist							
11. PP GS	12. SERIES 0454	13. FUNC 51	14. GRADE 11	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				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 2/B	75		
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. 2,465	
				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/I/R	2. DEPT. CD/AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 031974	5. GRADE (2) 11	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 Speclst						
6. HQ. FLD. CD. (1) ◀ 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. SUP. CD. (1) 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 YEAR 09/01/01
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	◀ 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)		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 ◀ 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 provides assistance to land users and Natural Resources Conservation Service (NRCS) personnel in the development and management of improved grazing management systems and rangelands. The incumbent works out of a field office (FO) and provides assistance on grazing lands to assigned multiple counties in Kansas.

DUTIES

Serves as rangeland consultant and advisor to numerous ranchers and farmers in the assigned area of responsibility. Provides individual landowners' evaluations of their resources, identifies problems, and proposes short and/or long-term land improvement alternatives.

Provides guidance, assistance, and training to FO personnel to assure that conservation plans on cooperating farms and ranches provide for the application of technically accurate and adequate practices and measures including, but not limited to, planned grazing systems brush management, where appropriate. Provides information relative to various types and species of plants, and their respective role and response in the grazing system.

Assembles, evaluates, and interprets data relating to forage yields, composition changes, and predictions of performance by various forage sources common to the area. Assists in the preparation of ecological site descriptions (ESD) and the Rangeland Health Assessment Guide. Presents such information to NRCS personnel, individually and/or in workshops.

Develops rangeland management plans. Makes specific effort to assure inter-disciplinary approach to planning and development of alternative solutions including specific provisions for candidate species or species of concern where appropriate.

Consults with area and FO personnel to identify and define existing problems of a plant science nature. Studies such problems and presents recommendations for their solutions. Determines need for assistance from other technical specialists and makes recommendations to supervisor in terms of type and extent of assistance to be scheduled.

Reviews the Field Office Technical Guide (FOTG), handbooks, and related technical material used within the area to prepare and recommend additions or revisions needed to keep current, especially those portions applicable to rangeland management and the plant science program in general.

Works with soil scientists to prepare needed interpretations and correlate soil survey information with ecological site classifications on cooperating farms and ranches.

Writes news stories and prepares public presentations and/or radio and television programs on the subjects of grassland utilization, improvement, and establishment to inform the public of the value of a sound range management program. Coordinates with district conservationists (DCs) and extension agents to organize and conduct range field days, tours, meetings, and demonstrations to promote a sound rangeland management program.

Maintains activity schedule and records time spent each day to show program, activity, and location benefiting.

Participates, as requested, in conferences where technical standards for range conservation practices such as prescribed grazing, prescribed burning, and range seeding are being developed, revised, and/or amended.

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 as well as 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.

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 related disciplines such as wildlife biology, forestry, soil conservation, plant taxonomy, and hydrology and their inter-relationships 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 general supervision of the assistant state conservationist for field operations (ASTC-FO) who establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, projects, and deadlines. He/she receives technical guidance from the state rangeland management specialist.

The incumbent is responsible for developing his/her own schedule in coordination with the DCs, and according to accepted priorities. The incumbent resolves most problems that arise and coordinates the work with other specialists in the areas and states. 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, expected results, and compatibility with other work.

3. Guidelines, Level 3-3, 275 points

Guidelines include NRCS memoranda, and technical standards and guides. The technical assistance provided will be consistent with the FOTG within the state where the ranch is administrated. The employee uses judgment in interpreting and adapting guidelines for application to specific situations or problems. In cases where guidelines are not clear the incumbent uses several guidelines in carrying out work efforts, analyzing results, and recommending changes.

4. Complexity, Level 4-4, 225 points

Emphasis will be given to rangeland management and pasture improvement on farms and ranches with assistance to farmers and ranchers throughout the area of assignment. The incumbent will be working with owners and operators of these cooperating farms and ranches. Original contacts of these owners and operators will be made through the DCs. Follow-up contacts may be made directly with the owners and operators, with the DCs concerned being kept informed of the contacts.

Assignments typically involve rangeland management problems that require in-depth analyses and evaluation of alternatives. These analyses can be complicated by factors such as heavy user demand when the condition of the range is unsatisfactory; environmental problems of

which a resolution may have public or local impacts; or strong and conflicting public or local demands.

The work requires the specialist to identify independently the boundaries of all phases of the problems involved, the kinds of data needed to solve the problems, and the criteria and techniques to be applied in accomplishing the assignment. Typically, assignments require the employee to relate new work situations to precedent situations, extend or modify existing techniques, or develop compromises with standard rangeland management practices to solve the rangeland resource problems. Assignments may require substantial effort to overcome resistance to change when it is necessary to modify traditional, long-standing methods or approaches.

Land within the area served by incumbent is principally used for agricultural purposes, including various crops grown under both dryland and irrigated conditions. Significant amounts of grassland occur in the area with large acreages of such land comprising large ranching units. Assignments require the incumbent to deal with selected individuals and groups, as well as working with representatives of various federal, state, and local agencies serving agriculture of the area.

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

The purpose of the work is to investigate and analyze rangeland resource problems and/or environmental conditions to recommend or implement solutions to meet resource management objective. The incumbent must identify conventional problems (e.g., riparian degradation, downward trends in ecological site condition, invasive plants, habitat conditions, or range improvement) and devise plans to resolve problems.

The work affects the efficient utilization, protection and development of the resources involved, and the social and/or economic well-being of users of the resources.

6. Personal Contacts, Level 2/B, 75 points

7. Purpose of Contacts

The incumbent has personal contacts with other NRCS employees, especially FO personnel and technical specialists in the area and state offices. Other contacts include land users and local organizations, such as livestock associations, conservation district boards, and employees of local, state, and federal agencies.

The primary purpose for these contacts is to plan, coordinate, or advise on work efforts and solve problems. The incumbent is authorized to discuss complex plans and proposals and negotiate for adoption of suggestions and recommendations. When controversial issues arise, the incumbent confers with his/her supervisor and/or state rangeland management specialist.

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

The majority of the work requires regular and recurring physical exertion related to rangeland management. This involves 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, poisonous plants, or pesticides.

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