

Soil Conservationist, GS-457-09

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 Soil Conservationist					5. PAY PLAN GS	6. SERIES 0457	7. GRADE 09
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Soil Conservationist							
11. PP GS	12. SERIES 0457	13. FUNC 51	14. GRADE 09	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 1-6	950	6. Personal Contacts	Level 2/B	75		
2. Supervisory Controls	Level 2-3	275	7. Purpose of Contacts				
3. Guidelines	Level 3-3	275	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-3	150	9. Work Environment	Level 9-2	20		
5. Scope and Effect	Level 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/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 061797	5. GRADE (2) 09	6. IP NO. (6)

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 Conservst							
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 11/01/05		
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) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION																			
1. FLSA CD. (1) N	2. FIN. DIS. REQ. (1) E = Exempt N = Nonexempt		0Y		0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 949		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) 0457		
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

The incumbent of this position serves in a field office (FO) in Kansas, providing assistance within an assigned service area. The position assists the district conservationist (DC) and (FO) staff within this area in carrying out a complete soil and water conservation program.

MAJOR DUTIES

Work assignments include a full range of natural resources conservation work accomplished in an assigned geographical area.

Develops news articles for publication which are narrations of facts and descriptions of conservation practices. Schedules and presents informational programs on natural resources conservation.

Contacts cooperators to follow-up on the status of conservation plan progress and encourages landowners to apply the agreed-upon conservation measures.

Explains the Natural Resources Conservation Service (NRCS)-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 producers in developing conservation plans, providing for appropriate land use and conservation treatment.

Reviews program applications to determine eligibility. Assists operators in the preparation of program 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 conservation practices. 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 program contracts.

Carries on a follow-up program for maintenance 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, Level 1-6, 950 points

Knowledge of the principles and methodology of the natural resources conservation profession, related sciences, and pertinent engineering practices coupled with additional occupational experience to independently carry out recurring standard conservation planning assignments. The work typically is accomplished by applying conventional and established methods and techniques with limited technical changes to agency procedures anticipated.

Knowledge and skill sufficient to develop natural resources conservation plans for landowners, conservation groups, and units of local government involving a variety of soil patterns and conservation practices; such as, contours, terraces, tilling, open ditch drainage, farm ponds, diversions, strip tillage, crop rotation, tree planting, irrigation water management, and waterways.

Knowledge and skill sufficient to advise community and rural organizations and groups on the development of conventional conservation plans involving proposed subdivision sites and needed erosion control measures, protection of urban slopes from runoff damage, and interpretation of soil survey data for community-owned land sites.

Skill in written and oral communications to prepare news articles and present educational programs on natural resources conservation.

2. Supervisory Controls, Level 2-3, 275 points

The supervisor or higher grade specialist makes assignments by describing and classifying the objectives to be achieved, priority levels, and deadlines.

The incumbent applies NRCS technical criteria, practices, and previous experience to prepare and carry out sound land and water use management. Conservation assignments which involve situations or circumstances where precedent actions are not clear or applicable are discussed with the supervisor and agency specialists to devise a course of action.

Completed assignments are reviewed for technical soundness, consistency with agency requirements, and conformity with conservation goals.

3. Guidelines, Level 3-3, 275 points

The incumbent typically refers to state and area plans of operation, NRCS national and state technical guides and handbooks, state and local laws, and studies published by agricultural colleges and universities.

The incumbent frequently interprets, selects, and adapts available guidelines and/or standards and specifications when developing watershed resource conservation and development plans or water control plans to specific problems or issues. Often conservation objectives, agronomy conditions, soil characteristics, and financial resources require in-depth analyses where guidelines are only partially applicable. In most work situations, the incumbent evaluates the assembled data and alternatives and recommends a specific conservation action.

4. Complexity, Level 4-3, 150 points

Resource planning assignments involve rural and urban landowners and require the interpretation of soil, water, and other environmental data to develop sound land use efforts. Different conservation methods, measures, and practices are applied to a variety of land units that are affected by soil erosion and frequently in need of improved water management. The incumbent advises landowners on courses of action to be effected through conservation plans for lands used for agricultural, recreational, commercial, residential, or community purposes. The incumbent applies sound natural resources conservation methods and techniques which he/she has adapted to local conditions.

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

The purpose of the work is to advise, motivate, and lead individual and organized groups of landowners and representatives of government agencies in the evaluation of conventional soil erosion problems, water quality and control conditions, and different local government jurisdictional roles. The incumbent prepares land and water treatment plans, measures, and techniques and recommends their adoption.

The incumbent's work affects the adequacy of conservation program activities, the attainment of plans of operation objectives, and agency creditability among program participants.

6. Personal Contacts, Level 2B, 75 points

7. Purpose of Contacts

Personal contacts are with NRCS employees or with those outside the immediate organization, such as soil scientists, civil engineers, and other specialists. Contacts are also made with individual landowners, members of civic groups, and students. These contacts are generally routine and within a structured setting.

The purpose of the contacts is to advise on the development of natural resources conservation measures, plan and coordinate the implementation of a range of technical practices, and recommend alternative conservation solutions. Individuals and community and government representatives contacted at this level are pursuing mutual goals and generally are cooperative.

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

The work requires regular and recurring physical exertion related to conservation work such as walking on rough terrain, jumping ditches and furrows, or climbing steep banks.

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

The work involves regular and recurrent exposure to the operation of agricultural or earth-moving equipment. Work is sometimes done under adverse conditions; such as, snow and icy field conditions, and unimproved roads. Protective equipment is necessary on construction sites.

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