

**Natural Resource Manager, GS-0401-13
(Assistant State Conservationist for Operations)**

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
<input type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE Natural Resource Manager					5. PAY PLAN GS	6. SERIES 0401	7. GRADE 13
8. WORKING TITLE (Optional) Assistant State Conservationist (Operations)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Natural Resource Manager							
11. PP GS	12. SERIES 0401	13. FUNC 92	14. GRADE 12	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 State Conservationists Staff				7th			
4th Salina 760 S Broadway				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 1-8	1,550	6. Personal Contacts	Level 3C	180		
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts				
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5		
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5		
5. Scope and Effect	Level 5-4	225	27. TOTAL POINTS ▶			27. 3,190	
					28. GRADE ▶		
28. GS-13							
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. Evaluation statement on file.					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. (8)	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0401	3. OCC. FUNC. CD. (2) 92	4. OFF. TITLE CD. (5) 0069	5. OFF. TITLE (38) Natr Resource Mgr					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD 1	7. 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 = New Std. Applied Blank = NA	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) 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) 401C					
6. WK. TITLE CD. (4) 0850		7. WK. TITLE (38) Asst State Convst Opers									
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) 8888	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 Y = Perm N = Other		
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				
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 is located on the Kansas State Conservationist's Staff, headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in Kansas. As assistant state conservationist for operations (ASTC-O), the incumbent serves as a member of the Kansas Management Team (MT) and shares in managing and directing the administrative functions involved in planning, organizing, and implementing a comprehensive soil, water, and resource conservation and development program for the state of Kansas. The incumbent provides leadership and guidance to field offices (FOs) throughout the state on policies and procedures necessary to implement and carry out the various NRCS programs.

DUTIES AND RESPONSIBILITIES

Serves as consultant and advisor to the State Conservationist (STC) in the development and improvement of statewide policies and procedures for all activities within the state including: 1) operations and administrative management; 2) technical assistance provided to land users through programs for which NRCS has responsibility; and 3) preparation and maintenance of required records and reports.

Serves as a member of the Kansas MT. As a team member, the incumbent provides input and makes recommendations on key issues to the STC. Coordinates actions with program managers and other team members to develop the state matrix and monitors progress to assure fund integrity.

Provides direct supervision to subordinate staff, exercising a full range of supervisory authorities and responsibilities. Supervises a natural resource specialist and an information technology specialist. Provides guidance to subordinate supervisors in the development and implementation of employee training.

Conducts and directs studies and analyses of work programs to provide recommendations to promote maximum utilization of available resources to increase the quantity and quality of soil and water conservation practices and measures being applied in Kansas. Recommends to the Kansas MT personnel needs. Guides and coordinates the workload analysis and workforce planning process in the state.

Develops and maintains effective working relationships with the conservation districts (CDs) and State Conservation Commission (SCC); other United States Department of Agriculture (USDA) agencies; other local, state, and federal agencies; environmental groups and organizations; and organizations interested in natural resources issues. Works with partners in the coordination of departmental and other agricultural programs within the objectives of an overall soil and water conservation program.

Responsible for integrating quality management and team building activities into state, area, and FO operations.

Assists the STC in developing budget estimates by working with the MT and other line and functional officers in the kinds and types of data needed for developing sound budgets. Analyzes propriety of budget proposals and supports or justifies these proposals in the budget estimates. Determines the validity of methods used in developing and consolidating budget data so that data is presented in the most flexible form. Works with the STC in presenting budgetary needs for approval by the national office.

Provides leadership in Government Performance Review Act activities including strategic planning and performance-based financing, budget and finance issues, and service center issues. Directs the development and use of a statewide strategic plan in harmony with the goals and objectives of state agencies as well as the NRCS strategic plan. Assesses the development and use of operational plans for all organizational levels in the state and provides staff leadership to the execution and coordination of these plans throughout the year.

Responsible for Conservation Technical Assistance (CTA) Program planning and implementation in Kansas.

Serves as liaison with the Office of Chief Information Officer, Information Technology Service (OCIO/ITS). Serves as point of contact for eAuthentication (e-Auth), Web page, and Information Security System Point of Contact (ISSPOC).

Responsible for statewide progress reporting to meet state goals. Analyzes progress reports for maximum effective use in operations management including utilization of personnel, and provides for the availability of these records to other staff members for their analysis and use.

Coordinates the preparation and execution of contracts, agreements, and memoranda of understanding (MOU) within the framework of operating programs.

Responsible for management appraisals of operation activities in the state.

Reviews proposed legislation relating to natural resources and resource conservation within the state, determines proper approach and action needed to ensure proper NRCS inputs to proposals, maintains working relationships with legislative staffs, analyzes enacted legislation, regulations and procedures, and recommends appropriate action.

Identifies ways to reduce workload at the field and encourages the same from employees supervised.

Performs other duties as assigned.

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.

Provides and maintains a safe and healthy work environment, assuring that subordinates have received available safety training and literature and requiring that employees and others use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Provides leadership and guidance in the design, development, and implementation of administrative procedures to assure that civil rights policies regarding the delivery of NRCS programs and services and the application of personnel rules and regulations are carried out without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap. Actively supports civil rights policies regarding personnel rules and regulations.

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 1-8, 1550 points

Knowledge and skills sufficient to provide overall program direction, guidance, and coordination for a broad, highly active soil and water conservation program that represents a significant portion of the national program and, therefore, contributes to regional and national program development and improvements in NRCS program implementation.

Expert knowledge of soil conservation concepts, principles, laws, programs, and precedents sufficient to originate program direction and methodology and to affect new or emerging programs.

Comprehensive knowledge of program appraisal techniques and the effective management of agency financial resources in a highly competitive budgetary environment to formulate new conservation priorities and multi-year objectives that are directed at the most critical resource problems and needs in the state.

Knowledge and skill in communications and interagency relations skills in order to work effectively with representatives of other agencies and NRCS personnel at all levels.

Ability to inspire, motivate, and guide individuals and groups in order to accomplish program objectives.

Ability to identify and analyze problems, generate alternatives, and make decisions in order to ensure efficient processes and quality products.

Ability to communicate with others in order to convey ideas and facts, make effective presentations, and facilitate and open exchange of ideas.

Ability to market and team build in order to work effectively with individuals, groups, and units of government.

Knowledge of computer systems in order to effectively gather, assess, and otherwise use data from a variety of sources in the review and analysis of NRCS operations throughout the state.

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

The incumbent is under the supervision of the STC (GS-401-15 Natural Resource Manager), who sets overall objectives. The incumbent and the supervisor determine the resources needed and develop priorities and goals to meet the objectives. The incumbent receives technical guidance and counsel from the State Office Technical Committee in the technical areas of engineering, soils, conservation planning, and related plant and animal sciences.

The incumbent provides leadership for assigned programs by independently planning and carrying out the work, which includes determining ways to accomplish goals and devising new methods and means of coordination with other agencies and NRCS line and staff officials. Policy development and recommendations on program changes require innovative and resourceful approaches to current and anticipated conservation issues.

Completed work is reviewed for effectiveness in meeting objectives in the Kansas Business Plan and through evaluation of the affect of resulting program accomplishments.

The incumbent provides direct supervision and administrative guidance to a limited number of full performance specialists. The incumbent exercises a full range of supervisory and managerial authorities and responsibilities to direct work; assuring reasonable equity of performance standards and rating techniques developed by subordinates.

The incumbent assists the STC in setting long-range state objectives involving program activities and goals as a member of the Kansas MT. These objectives are used to formulate long-range program activities for the state and local levels. Subordinates' work is reviewed to assure compliance with agency policies, procedures, standards, and specifications. The incumbent often finds it necessary to review and adjust state objectives and goals as a result of changes in legislation, budget, or agency priorities. These adjustments often involve redistribution of staff, equipment, office space, and travel.

3. Guidelines, Level 3-4, 450 points

Available guidelines are generally broad in nature, including legislation, agency and departmental policies, policies of cooperating agencies, and partial guidelines for new and emerging programs, such as activities under the Food Security Act. Decisions on direction of program implementation and methodology are recommended by the incumbent based on incomplete or constantly changing guidelines.

With the varied resource problems in the state, the incumbent must resolve complex questions regarding funding, program direction, and emphasis, and coordinate funding, program direction, and emphasis, and coordinate activity with other agency representatives and NRCS personnel at the national, regional, and other levels.

Resourcefulness and initiative are required to resolve complex problems of program implementation and coordination, and to develop new and innovative approaches to program implementation.

4. Complexity, Level 4-5, 325 points

Decisions made regarding policy and procedure related to the NRCS's activities within the state have a widespread affect, not only upon the NRCS programs in the state, but also in relationships with other agencies, organization, and individuals with whom NRCS cooperates, and NRCS programs regionally and nationally. It is important that the incumbent provides strong leadership to building and maintaining NRCS programs that will render the maximum assistance to farmers, ranchers, and land users.

Initiative and originality are prime requirements. Must be knowledgeable of relationships of personnel, budgeting, fund management, and procurement. Must make necessary adaptations in dealing with the numerous organizations and the individuals who have an interest in NRCS's programs. Responsibilities require a high degree of technical knowledge and administrative and management skills, in addition to people skills and problem solving abilities.

5. Scope and Effect, Level 5-4, 225 points

The purpose of the work is to assist the STC in directing the operations of the state and in revising or developing policies and procedures.

The work affects the accomplishment of natural resource conservation objectives throughout an economically important agricultural state. Completed work contributes to effective operation of other governmental agencies, as well as contributing significantly to NRCS operations regionally and nationally.

Policies developed in natural resources conservation affect not only NRCS activities in the state, but relationships with and activities undertaken by other agencies and organizations.

6. Personal Contacts

7. Purpose of Contacts, Level 6/7-3/C, 180 points

Personal contacts are non-routine in nature and involve a wide variety of professional or administrative individuals representing the conservation districts; SCC; other USDA agencies; local, state, and federal agencies; environmental groups and organizations; organizations interested in natural resources issues; and representatives of the news media.

The purpose of the contacts is to establish and maintain cooperative working relationships with agencies, groups, and organizations to promote and gain acceptance of NRCS programs, activities, and goals; persuade, influence and encourage uncommitted or indecisive individuals to agree upon conservation objectives; and furnish counsel, advice, and recommendations to further improve the state operation.

The incumbent overcomes initial reluctance by emphasizing technical advantages and gains to be accomplished through adoption of a specific conservation course of action. At this level, the ASTC uses tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions.

8. Physical Demands, Level 8-1, 5 points

Work is sedentary and usually performed while seated at a desk. There are occasional trips to field locations, requiring walking or other exertion.

9. Work Environment, Level 9-1, 5 points

Most work is performed in a modern office setting with adequate heating, lighting, ventilation, and safety precautions common to the office.

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