

## Natural Resource Manager, GS-0401-13 (Assistant State Conservationist for Programs)

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 Natural Resource Manager				5. PAY PLAN GS	6. SERIES 0401	7. GRADE 13	
8. WORKING TITLE (Optional) Assistant State Conservationist (Programs)					9. INCUMBENT (Optional)		
<b>OFFICIAL</b>							
10. TITLE Natural Resource Manager							
11. PP GS	12. SERIES 0401	13. FUNC 92	14. GRADE 13	15. DATE MONTH   DAY   YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
							17. CLASSIFIER Deborah M. Kaiden
18. <b>ORGANIZATIONAL STRUCTURE</b> (Agency/Bureau)							
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		23. DATE
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			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. TOTAL POINTS ▶				27. 0
						28. GRADE ▶	28. GS-13
<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 EXEMPT from the provisions of FLSA based on the PROFESSIONAL Exemption criteria. Evaluation statement on file.					33. OPM CERTIFICATION NUMBER		



## **INTRODUCTION**

The incumbent of this position serves as the assistant state conservationist for programs at the Kansas State Office (SO). The incumbent serves as program manager for various programs in Kansas and for programs of other agencies for which the Natural Resources Conservation Service (NRCS) has technical responsibility. The incumbent provides leadership in developing and implementing a comprehensive soil, water, and resource conservation program for the state of Kansas and provides guidance on policies and procedures necessary to implement and carry out the various programs of the NRCS.

## **DUTIES AND RESPONSIBILITIES**

Serves as a member of the Kansas Management Team (MT) and advises the state conservationist (STC) on aspects of all NRCS programs in the state; the development and improvement of statewide policies and procedures, including operations and administrative management; technical assistance provided to land users; and preparation and maintenance of required records and reports.

Coordinates actions with program managers and other team members to develop the state matrix and monitors progress to assure fund integrity. The incumbent also serves as a coordinator of the State Technical Committee that oversees all technical activities in Kansas.

Serves as program manager for various programs in Kansas, to include: Conservation Reserve Program (CRP); Conservation Compliance; Environmental Quality Incentives Program (EQIP); Wildlife Habitat Incentives Program (WHIP); Conservation Security Program (CSP); Emergency Conservation Program (ECP); and the programs of other agencies for which NRCS has technical responsibilities. Assists the STC in the direction of NRCS program responsibilities in Kansas by recommending and implementing policies within the framework of broad national policies.

Provides overall planning and coordination for program activities, including staff recommendations, budget planning and implementation, evaluation of accomplishments, monitoring, resource appraisal, and program development activities.

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

Serves as Title VI, Civil Rights (CR) Liaison Officer for the state with responsibility for providing leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are

carried out without bias. Reviews the implementation of CR policies to determine that they are translated into appropriate actions consistent with plans of operation in all units, as well as appropriate actions for all recipients. Provides guidance in developing and implementing a public information program that describes and promotes locally-led conservation efforts within the state.

Provides direct supervision to subordinate staff, exercising a full range of supervisory authorities and responsibilities.

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, property and equipment needs, as well as other administrative and budgetary matters pertinent to the conduct of business.

Coordinates all program appeal issues for the state; serves as the Environmental Justice Coordinator.

Provides overall planning and coordination for assigned programs and activities including staff recommendations, budget planning and implementation, evaluation of accomplishments, monitoring, resource appraisal, and program development activities.

Directs the development and operation of EQIP, CSP and WHIP within the state, in accordance with NRCS standards and other authorized programs, and in consideration of the needs and desires of local interests. Develops state policies and procedures to carry out these programs successfully to representatives of federal, state, and local agencies; individual farmers; landowners; and other interested persons.

Provides leadership for carrying out NRCS responsibilities under the CRP, Conservation Compliance, the State Water Resources Cost-Share Program, and other State Conservation Programs.

Develops and implements ways to improve the efficiency, effectiveness, and quality of the products and/or services provided.

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 CR 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 CR 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. Program Scope and Effect, Level 1-2, 350 points

The incumbent directs the program operation of the major NRCS programs in Kansas. The work impacts, and is impacted by, the work of other agencies. The programs directed may be subject to media attention and/or congressional inquiry. Performance in the position is measured in terms of the accomplishment of overall objectives and goals as they correspond with the state business plan.

The purpose of the work is to evaluate program requirements within Kansas and to develop planning and program criteria, which are technically feasible and compatible with the goals and objectives of community and other governmental organizations. The interpretation of such requirements and conservation goals is a difficult, often controversial work process where multiple conflicting opinions, studies, and conclusions must be considered and a feasible course of action devised. Identifies opportunities and forwards recommendations to reduce field-level workload, as appropriate.

#### 2. Organizational Setting, Level 2-2, 250 points

The incumbent receives general supervision from the STC, which is the first reporting level below the regional assistant chief (a SES position). The incumbent directs the planning, designing, and execution of programs independently, and receives technical guidance and counsel from the state support staff in the technical areas of engineering, soils, resource management planning, and related plant and animal sciences.

### 3. Supervisory and Managerial Authority Exercised, Level 3-3, 775 points

The incumbent exercises managerial authority to recommend goals and objectives and develop annual business and staffing plans for EQIP, CSP, and WHIP activities under his/her jurisdiction. Assures implementation of the goals and objectives by the multi-disciplinary employees under his/her supervision. Incumbent serves as a member of the Kansas MT and collaborates with other top management officials in the development of overall goals and objectives, planning for long-range staffing needs (including necessary expertise to accomplish changing mission objectives), and resolving budget shortages.

Policy development and recommendations on program changes require innovative and resourceful approaches to current and anticipated conservation issues.

Incumbent assists the STC in directing the operations and management of programs affecting the NRCS workforce and developing or revising policy, procedures, or operation methodology involved in program management. The direction of the work, supervision, and inspection are complicated by the wide dispersion of personnel and the need for coordinating the planning and engineering phase with other program activities. The construction of operational projects that have been approved are underway. Many projects are in the planning stage.

Evaluates subordinate employees; makes and approves selections for appointment, promotion, or reassignment; hears grievances and resolves complaints; makes decisions on non-routine training needs and requests by employees. Approves within-grade increases, overtime, and travel costs and recommends awards and classification reviews for subordinates.

### 4. Personal Contacts

#### Subfactor 4A – Nature of Contacts, Level 4A-2, 50 points

Personal contacts are with decision makers, specialists, experts and other professional, technical and administrative personnel within and outside of NRCS; other federal, state, and local governments and agencies; environmental and conservation groups and organizations; members of the business community; legislative staffs; universities; the news media; private individuals; and the general public.

#### Subfactor 4B – Purpose of Contacts, Level 4B-3, 100 points

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.

5. Difficulty of Typical Work Directed, Level 5-7, 930 points

The work performed by the incumbent's staff is at the GS-12 level, but subordinates exercise a high degree of independence.

6. Other Conditions, Level 6-4, 1120 points

The incumbent must integrate the work of teams of professionals, each contributing a portion of the analyses, facts, information, recommendations, and actions needed to accomplish the conservation mission. The incumbent reviews and approves reports, decisions, case documents, etc., and ensures the work is accomplished in accordance with NRCS policy. He/she exercises leadership in evaluating and improving processes and procedures to monitor the effectiveness and productivity of the program(s).

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