

Cartographer, (Soil Survey Staff)
GS-1370-09

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 Cartographer							5. PAY PLAN GS	6. SERIES 1370	7. GRADE 09			
8. WORKING TITLE (Optional)						9. INCUMBENT (Optional)						
OFFICIAL												
10. TITLE Cartographer												
11. PP GS	12. SERIES 1370	13. FUNC 99	14. GRADE 09	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 Soil Survey 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 State Soil Scientist/MO Leader							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						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.
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. 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) 09	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1370	3. OCC. FUNC. CD. (2) 99	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Cartog						
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 = 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)	(4)
17. INTERDIS. TITLE CD. (50)										
(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			3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS. (1) 0 = Excepted but not A, B, C 1N		5. COMP. LEV. (4) 1370					
6. WK. TITLE CD. (4)		7. WK. TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917784										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 4900 169		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. ASN. (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. ASN. SER. (4)		29. AGCY. USE (6)			
30. CLASSIFIER'S SIGNATURE							31. DATE								
32. REMARKS															

INTRODUCTION

The position is located on the Kansas Soil Survey Staff, in Salina, Kansas. The incumbent serves as a cartographer providing Geographic Information System (GIS) and cartographic support for certification and quality control of Soil Survey Geographic Database (SSURGO) in cooperation with the Kansas Digitizing Unit (DU). The incumbent coordinates with various Natural Resources Conservation Service (NRCS) soil scientists at the field, state, and Major Land Resource Area Office (MO) levels.

DUTIES

Provides technical leadership for SSURGO through the review of digital data and development of metadata to assure concurrence with national policy. Provides technical support in the development of SSURGO processes, certification, and archiving of digital soil databases.

Develops Arc Macro Language's (AML's) for use with ArcGIS necessary to certify SSURGO data. Assists in the writing and quality control of AML's for other work-related products. Provides training on the operation of SSURGO AML's to subordinate digitizing staff.

Processes SSURGO data through appropriate software routines to perform quality control checks before certifying it for inclusion in the national database. Solves a variety of cartographic problems involving digitizing and metadata issues.

Identifies and evaluates data sources for applicability and quality when preparing metadata. Coordinates with state and MO offices to obtain all materials and paperwork needed for digitizing and certification and to resolve digitizing and metadata issues.

Coordinates with the state and MO offices for quality control and quality assurance reviews of digitizing. Produces check plots and other materials for spot checks by soil scientists or MO staffs.

Coordinates digitizing and SSURGO certification between assigned state/MO office and the DU. Tracks the digitizing and certification progress, and serves as the point of contact for survey status questions.

Provides technical assistance to other NRCS resource disciplines in the use of GIS. Provides training in regard to digitizing and certifying of soils information. Documents receipt of the soil survey compilation materials for SSURGO digitizing projects, inspects and evaluates the contents for completeness, monitors materials sent to other locations,

and ensures the return of materials to appropriate state MO office when the project is completed.

Responsible for computer system/operation and backup needed for quality control and certification function.

Provides coordination to NRCS and project personnel regarding problems and corrections needed to make SSURGO data meet certification standards.

Performs other 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 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

Nature of Assignment

Incumbent inspects and edits digital geospatial data to ensure compliance with applicable specifications by processing data through appropriate software routines to perform quality control checks before certifying it for inclusion in the national database. Incumbent solves a variety of cartographic problems involving digitizing and metadata issues. Identifies and evaluates data sources for applicability and quality when preparing metadata. Plans and carries out the successive steps and handles problems and deviations in accordance with instructions, policies, previous training, or accepted cartographic practices. Applies standard practices of other scientific disciplines as they relate to cartography.

The incumbent provides training to lower-graded digitizing staff on the operation of SSURGO AML's. The incumbent is responsible for keeping supervisor abreast of digitizing and SSURGO certification progress. The incumbent also provides technical assistance to other resource disciplines in the use of GIS for work-related projects, providing training in regard to digitizing and certifying of soils information.

Level of Responsibility

The duties of this position are performed with considerable latitude for the exercise of independent judgment. A professional knowledge of conventional methods and techniques in the GIS process enable the cartographer to perform assignments of moderate difficulty, those which do not require significant deviation from established precedent. In addition, the incumbent must be familiar with the practices of related disciplines such as soils or geology as they relate to cartography.

The incumbent is under the direct supervision of the State Soil Scientist/MO Leader. He/she generally works with little supervision when planning and carrying out routine work. He/she exercises initiative and originality in making minor adaptations to standard procedures in resolving digitizing and metadata issues based on past experiences with a particular state MO. The incumbent is responsible for organizing the workload, following prescribed methods and guidelines, and recognizing conditions and results that may affect the final project. Ten percent spot checks or reviews are made by a soil scientist on a MO state staff.

Guidelines include the National Soil Survey Handbook and the Federal Geodetic Committee Standards and guidance developed by the National Cartographic Center.

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