

Cartographic Technician, GS-1371-05 (Salina, Kansas)

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 Cartographic Technician					5. PAY PLAN GS	6. SERIES 1371	7. GRADE 05
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Cartographic Technician							
11. PP GS	12. SERIES 1371	13. FUNC	14. GRADE 05	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
							17. CLASSIFIER Kayla D. Ascher
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1st Natural Resources Conservation Service					5th		
2nd KS State Conservationists Off					6th		
3rd Technical Services 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	
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	FLD 1-4	550	6. Personal Contacts	FLD 6-2	25		
2. Supervisory Controls	FLD 2-2	125	7. Purpose of Contacts	FLD 7-1	20		
3. Guidelines	FLD 3-2	125	8. Physical Demands	FLD 8-2	20		
4. Complexity	FLD 4-3	150	9. Work Environment	FLD 9-1	5		
5. Scope and Effect	FLD 5-2	75	27. TOTAL POINTS ▶			27. 1,095	
					28. GRADE ▶		28. GS-05
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) 045972	5. GRADE (2) 05	6. IP NO. (8)

B. MASTER RECORD											
1. PAY PLAN (2) GS	2. OCC. SER. (4) 1371	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0002	5. OFF. TITLE (38) Carto Techncn							
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		12. INACT / ACT (1) 3 = Foreign Svc. Blank = NA		1 = 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)	
17. INTERDIS. TITLE CD. (50)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION																	
1. FLSA CD. (1) N		2. FIN. DIS. REQ. (1) E = Exempt N = Nonexempt		OY		3. POS. SCHED. (1) 0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 1371					
6. WK. TITLE CD. (4)		7. WK. TITLE (38) sup:															
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917794								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 (6) 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 = 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

This position is located on the Technical Services Staff, Kansas State NRCS Office. The incumbent provides technical support for soil survey digitization and other data development projects.

DUTIES

Assists the digitizing unit cartographer in the development of digital soil surveys for the Soil Survey Geographic Database (SSURGO) initiative.

Operates spatially-based software packages including, but not limited to, Arc/Geographic Information System (Arc/GIS) on XP workstations operation in a Windows environment to develop digital data layers. Utilizes various output devices to generate map products.

Provides documentation and reports for soil digitizing projects.

Creates backups of digitized data.

Performs quality control to reduce digitizing errors and correct compilation or publication errors present in the source material. Makes minor revisions to fit imagery or to correct for problems created in the scanning or rectification processes.

Provides assistance to cartographers in the development of digital data for state-wide and national natural resources geographic information systems.

Assists the digitizing unit cartographer in providing technical support and training to other members of the digitizing staff.

Provides assistance to other staffs in creating, editing, and correcting digital data or map information.

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.

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

1. Knowledge Required by the Position

FLD 1-4 550 points

Knowledge of standard cartographic principles and procedures in order to use digital equipment and systems and prepare digital cartographic data.

Knowledge of and skill in applying standard GIS principles and procedures in order to process digital cartographic data using computer–assisted systems for entry into a digital cartographic database; assign attribute codes from graphic source materials by raster or vector scanning methods using interactive computer systems; and manually digitize data directly from the graphic map source.

Ability to work with others in order to provide assistance to other staffs in creating, editing, and correcting digital data or map information.

Basic knowledge of windows based computer operating systems in order to perform routine file management, develop digital data layers and generate map products.

Knowledge of GIS principles in order to perform moderately difficult cartographic tasks in the ArcGIS and command line ArcInfo environment.

Ability to read and interpret data from soil survey compilations in order to use for attributing digitized data and perform quality control reviews.

Knowledge and understanding of soil survey publications and the ability to interpret orthophotography and compose standard checkplot maps in order to review and correct digitized data.

Ability to work on multiple projects at one time and set priorities in order to complete assignments timely and meet specific deadlines.

Knowledge of the SSURGO certification process and the ability to create and edit Federal Geographic Data Committee (FGDC) metadata in order to complete digital SSURGO products.

2. Supervisory Controls

FLD 2-2 125 points

The incumbent is under the supervision of the digitizing unit cartographer. Incumbent carries out recurring assignments on own initiative. Specific instructions are provided for new, difficult, or unusual assignments, and the employee refers deviations to the supervisor. The employee works cooperatively with others to solve problems and complete work. The supervisor ensures methods used and finished work are technically accurate; supervisory review increases with more difficult assignments.

3. Guidelines

FLD 3-2 125 points

Guidelines include computer systems reference manuals, applications software user manuals, written directives and instructions from National Headquarters (NHQ), verbal communication with technical specialists, and parameters established by the supervisor. The employee exercises judgment in selecting guidelines and alternating approaches and may infrequently make minor deviations to adapt guidelines to specific cases. Significant deviations are referred to the supervisor.

4. Complexity

FLD 4-3 150 points

This position utilizes computer hardware and software systems and drafting tools to produce digital soil surveys or other products as requested. The incumbent performs technical work which requires careful attention to detail and accuracy, and strict adherence to sequential steps. The incumbent has authority to adjust, add or omit map features within limits set by the supervisor. Procedures for producing digital data are in development, and work methods change as hardware, software, and NCG standards are updated.

5. Scope and Effect

FLD 5-2 75 points

Proper use and maintenance of the software and hardware used impact the quality and attribute and spatial data produced. Work efforts affect the timeliness, accuracy, reliability, and acceptability of further operations. Computer skills and knowledge of GIS principals and software is also required.

6. Personal Contacts

FLD 6-2 25 points

State contacts include cartographic aids and technicians in the digitizing centers, soil scientists in the field and state offices, and counterparts in other state and federal agencies. Intra-agency contacts include cartographic technicians, soil scientists, and GIS specialists at other state offices and NHQ.

7. Purpose of Contacts

FLD 7-1 20 points

Contacts are made to resolve difficulties, clarify procedures, respond to information requests, obtain needed information, document technical specifications, request service calls, and assist other personnel.

8. Physical Demands

FLD 8-2 20 points

The work is mostly sedentary; however, some lifting, bending, and carrying is required to move and service equipment, handle source materials and supplies, and arrange office space. The work requires a marked degree of hand-eye coordination, dexterity, and concentration and involves regular and recurring periods of prolonged sitting at drafting light tables, digitizing tablets, and computer workstations.