

Soil Conservation Technician, GS-458-06

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 Soil Conservation Technician								5. PAY PLAN GS		6. SERIES 0458	7. GRADE 06	
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)					
OFFICIAL												
10. TITLE Soil Conservation Technician												
11. PP GS	12. SERIES 0458	13. FUNC	14. GRADE 06	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							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 1-5		750		6. Personal Contacts		Level 2/B		75		
2. Supervisory Controls		Level 2-2		125		7. Purpose of Contacts						
3. Guidelines		Level 3-2		125		8. Physical Demands		Level 8-2		20		
4. Complexity		Level 4-2		75		9. Work Environment		Level 9-2		20		
5. Scope and Effect		Level 5-3		150		27. TOTAL POINTS ▶			27. 1,340			
								28. GRADE ▶		28. GS-06		
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/JAGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 022358	5. GRADE (2) 06	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0458	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0002	5. OFF. TITLE (38) Soil Conserv Techncn						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. 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 02/03/93	
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) 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 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4) 0458			
8. 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 (8) State (2) City (4) County (3)		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

As a soil conservation technician assigned to the field office (FO), the incumbent provides assistance to the conservation district (CD). The incumbent is responsible for providing technical support services and scheduling the installation and application of conservation practices. The work requires review of cost-sharing requests under the provisions of federal, state, and possibly local agricultural programs.

DUTIES

Gathers and compiles planning data on rural and/or urban sites, including physical features such as soil limitations, erosion, surface drainage, and sedimentation for evaluation and development of natural resources conservation plans by a professional soil conservationist. Provides planning information to local governmental units for development of flood control projects, paths, trails, and wildlife habitats.

Prepares basic natural resources conservation plans where soil survey information is available and precedent planning information is applicable to physical conditions such as topography and specific type of land unit.

As conservation plans are written, contacts farmers and ranchers to develop a systematic application schedule for practices included in the plan. Schedules own time, or that of other employees in the FO, for the necessary on-site assistance required in the application of practices.

Assumes responsibility for determining priorities and scheduling of the application workload in the FO. Receives all requests for layout and establishment of practices, including state and federal referrals, and develops and carries out a schedule to apply all requested conservation practices.

Explains cost-share payment procedures to farmers, inspects proposed sites, determines need and feasibility of conservation practices, advises on-site selections, performs layout work, and supervises construction of practices for which the Natural Resources Conservation Service (NRCS) has technical responsibility. Checks completed practices to determine that specifications are met. Completes field sheets and recommends acceptability of completed practices to the supervisor for final certification.

Establishes and/or carries out a follow-up schedule to check progress made in carrying out conservation plans. Suggests best methods and time for installing additional practices, recognizes when revisions in plans are needed, and obtains data which expedites revision of plans.

Assists with public information activities. As appropriate, conducts practice demonstrations. Discusses conservation practices on tours. Presents material on practice application and specifications at community or contractor meetings. Writes news stories relative to the application 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, FLD 1-5, 750 points

The position requires a practical knowledge of specialized and substantially complex natural resources conservation methods, techniques, and measures applicable to the area. The incumbent applies knowledge in order to install and maintain conservation practices.

Knowledge of agricultural and community land-use operations is required in order to acquire planning data to implement conservation techniques. Skill is required to interpret acquired data and develop basic conservation plans through application of precedent controlling criteria.

The incumbent must be knowledgeable of written and oral communication techniques in order to address groups interested in conservation techniques during farm tours, practice demonstrations, and in meetings. This knowledge is also applied in the preparation of conservation articles for publication in local newspapers.

Knowledge of federal, state, and applicable local cost-share NRCS programs sufficient to advise landowners on eligibility prerequisites and conditions that must be satisfied to qualify for program acceptance and payments.

Knowledge and skill sufficient to conduct engineering surveys and to design mechanical practices to be utilized in conservation planning.

2. Supervisory Controls, FLD 2-2, 125 points

The incumbent is under the supervision of the district conservationist. The supervisor coordinates continuing work assignments with related FO operations. Performance of assigned conservation duties are completed in accordance with established procedures. Assignments involving unusual circumstances or techniques new to the technician are accompanied by specific instructions and procedures.

Conservation work is assessed by the supervisor for technical adequacy and conformance with agency procedures.

3. Guidelines, FLD 3-2, 125 points

NRCS procedures cover assigned work and include the FO plan of operations, engineering handbook, technical standards, specifications and supplements, cost-share program requirements, soil survey data, and textbooks on natural resources conservation. Administrative activities are covered by the General Manual.

The performance of field work requires some judgment given the environmental conditions of the agricultural or community land unit under consideration. The incumbent identifies appropriate conservation measures from among available alternatives. The incumbent may make minor changes to agency procedures. Where procedural guidance is insufficient, referral is made to the appropriate higher graded specialist or supervisor.

4. Complexity, FLD 4-2, 75 points

The incumbent advises landowners, operators, and contractors on the application and maintenance of conservation practices. The work includes preparing basic conservation plans consistent with precedent local practices and involves the use of several conservation measures. The incumbent chooses and applies appropriate technical specifications when designing engineering-related practices. Follow-up work is necessary to assure completed installation of adopted conservation techniques.

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

The work involves consideration of a wide range of conventional conservation practices for a variety of rural and/or urban land units, combining measures when needed, and integrating them into a Resource Management System (RMS). The completed work results in the development and implementation of a RMS to agricultural operations and/or land units with complex physical conditions.

6. Personal Contacts, Level 2-b, 75 points

7. Purpose of Contacts

Personal contact is made with landowners and operators, contractors, community residents, and local public officials to provide and/or obtain conservation information. Typical NRCS contacts are with professional and technical personnel at both the area and state office levels.

The purpose of the contacts is to obtain, clarify, and provide natural resources conservation information (i.e., cost-sharing programs, irrigation methods, soils, agronomic, range, and wildlife).

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

The work requires regular and recurring prolonged walking over field terrain and bending, lifting, and stretching when utilizing survey instruments and equipment.

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

The work involves regular and recurring exposure to agricultural and construction type equipment while in operation. There may be exposure to heat, snow, and ice as well as herbicide and chemical spray operations, which require safety precautions.

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