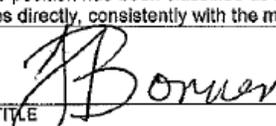


Conservation Program Manager, GS-0343-11

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQPRGMAN11	3. REPLACES PD NUMBER						
RECOMMENDED								
4. TITLE CONSERVATION PROGRAM MANAGER						5. PAY PLAN GS	6. SERIES 0343	7. GRADE 11
8. WORKING TITLE (Optional) CONSERVATION PROGRAM MANAGER						9. INCUMBENT (Optional)		
OFFICIAL								
10. TITLE PROGRAM ANALYST								
11. PP GS	12. SERIES 0343	13. FUNC	14. GRADE 11	15. DATE Month Day Year			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER
8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)								
1st	Natural Resources Conservation Service						5th	
2nd	State Conservationist						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 relationships 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		FL 1-7	1250	6. Personal Contacts		FL 6-3		
2. Supervisory Controls		FL 2-4	450	7. Purpose of Contacts		FL 7- C	180	
3. Guidelines		FL 3-3	275	8. Physical Demands		FL 8-2	20	
4. Complexity		FL 4-4	225	9. Work Environment		FL 9-2	20	
5. Scope and Effect		FL 5-3	150	TOTAL POINTS			2570	
GRADE							GS-11	
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 06/12/2008	
31. NAME AND TITLE Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.								
32. REMARKS:						33. OPM CERTIFICATION NUMBER		
REFERENCES: OPM PCS MGMT & PROGRAM ANALYSIS SERIES, GS-343, AUG 90, OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98 AND OPM ADMIN ANALYSIS GEG, AUG 90 Position is FLSA - Exempt.								

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1)	2. DEPT CD./AGCY-BUR-CD. (4) AG 16	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD					
1. PAY PLAN (2) GS	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)	
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	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 Standard 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) I = Inactive A = Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT/REACT (6) MO DAY YEAR	15. AGENCY USE (10)	
16. INTERDISCIPLINARY SERIES (40) (4) Per Block					
17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block					

C. INDIVIDUAL POSITION					
1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	4. POS. SENS. (1) 0 = Excepted but not A,B,C 1 = Noncritical 2 = Critical Sense	5. COMP. LEV. (4)	
6. WK. TITLE CODE (4)		7. WK. TITLE (38)			
8. ORG. STR. CODE (18) 1st 2nd 3rd 4th 5th 6th 7th 8th			9. VAC REV CODE (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.	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)
		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=NA 1 = PAS	17. DATE EST. MO DAY YEAR
18. GD. BASIS. IND (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG		4 = Sup./Program 5 = RGE 6 = Policy Analysis G E G ALPHAS = Agency Use		7 = Equipment Devel. Guide 8 = Agency Use 9 = 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. MAIN. 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. DATE EMP. ASGN. (6) MO DAY YEAR	24. DATE ABOL. (6) MO DAY YEAR	25. INACT/ACT(1) I = Inact. A = Act.	26. DATE INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)
30. CLASSIFIER'S SIGNATURE					31. DATE 06/12/08
32. REMARKS					

STANDARD POSITION DESCRIPTION

Official Title: Program Analyst
Classification: GS-343-11
Location: Varies Within State
Number: NHQPRGMAN11

Working Title: Conservation Program Manager
Date: June 12, 2008
Classified by: NHQ

Note: This is a standard position description and can not be modified or announced without the approval from the Human Resources Management Division, Employment & Classification Team.

INTRODUCTION

This position serves as the Conservation Program Manager assigned to a designated conservation location(s) within the state. The incumbent performs conservation program management duties to achieve an integrated system of land use programs and conservation treatment programs.

MAJOR DUTIES

1. Program Administration and Management - (50%)

- a. Provides administration to the field offices and/or assigned location(s); that may include property management, maintenance of records, and preparation of administrative reports. Serves as NRCS representative on all authorized committees that promote a coordinated approach to identifying and solving problems hampering development and utilization of resources programs.
- b. Directs program management and contract management within the assigned location(s), including setting priorities and development of ranking factors.
- c. Provides input in the preparation of a business plan and coordinates activities that may include working the Soil and Water Conservation District, Resource Conservation and Development (RC&D) and other partners' and NRCS operating plans. May be responsible in establishing priorities, goals, progress reporting, and monitoring direct charge activities.
- d. Directs the conservation activities in assigned location(s) in carrying out the provisions of an established business and/or strategic plan. Prepares reports to the supervisor on progress of conservation program accomplishments.
- e. Directs a continuous planning program to analyze and check progress of practice application, practice maintenance and need for updating of conservation program plans. Implements the principles of the Quality Assurance Plan in cooperation with program requirements.

f. Plans, analyzes, applies, and/or directs the planning and application of programs such as; structural, vegetative, cultural, and management practices. Determines practice need and feasibility; certifies extent; adequacy of established practices. Communicates NRCS policies, directives, program objectives and priorities, and goals to NRCS personnel, partnering employees and the public.

2. Programs Oversight - (40%)

a. Serves as program liaison to conservation partners to answer questions and provide guidance concerning NRCS conservation programs and other natural resources conservation activities. Resolves complex conservation program problems related to the development of planning activities.

b. Provide program advice on highly complex issues requiring development or adaptation of program processes and procedures; recommends and appropriate program use. Serves as NRCS official in the resolution of conflicts related to NRCS natural resources conservation programs. Resolves complex program issues within the assigned location(s).

c. Coordinates the preparation and revision of resources conservation plans and long-term contracts on units of land within assigned locations. Reviews and analyses field surveys and directs other personnel in securing data, assembling maps, and tabulating needed information. Delivers and explains resource conservation plans and/or contracts to landowners and/or operators.

3. Supervision - (10%)

a. May be responsible for supervision of federal employees. Ensures quality and quantity of work, reviews work of subordinates and accepts, revises, or reject work. Sets performance standards and evaluates performance for subordinates. Interviews and determines selection from available candidates. Resolves complaints and grievances and takes appropriate action as necessary. Reviews job descriptions for accuracy. Initiates or participates in review and improvement of work methods.

b. Develops training plans to ensure personnel are adequately qualified to perform assigned tasks and to ensure personnel are provided the opportunity to develop their skills to optimum level.

c. Makes recommendations to provide a balanced representation of minority and women employees in the subordinate work force. Ensures that fairness prevails in making employee selections; assigned work; recognizing achievements and rewarding performance; arranging training; and in other personnel management matters.

4. Equal Employment Opportunity and Civil Rights

a. The understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their

integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances, and other personnel actions. Emphasizes meeting the objectives and requirements of the Equal Opportunity and Affirmative Employment plans. Ensures that these functions are carried out without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

b. The design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services is carried out without regard to race, color, national origin, gender religion, age, disability, political beliefs, sexual orientation, and marital or family status. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operations in all units under their supervision, as well as the recipients.

Performs other duties as assigned.

CONDITION OF EMPLOYMENT - Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

COMPETITIVE LEVEL - (Designated By State)

EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-7 (1250 POINTS)

a. Knowledge of NRCS and District programs, including eligibility requirements for individuals and organizations for meeting participation and payment requirement provisions, sufficient to provide technical advise to NRCS employees, its partners' employees, landowners and operators.

b. Knowledge of laws, regulations, and policies governing all applicable cost-share assistance programs to carry out program objectives.

c. Knowledge of NRCS's organization, programs, missions, and functions of the organization along with knowledge of analytical and investigative/evaluative techniques necessary to plan and conduct management studies within assigned areas and to provide recommendations pertinent to alteration and revision of functional areas to improve management programs and systems.

d. Knowledge of a wide variety of techniques for fact finding and analysis to review and process personnel actions and requests for organizational changes, etc. to determine validity of request in accordance with mission and function of the organizational segment.

e. Knowledge of effective communication sufficient to market and provide guidance on soil and water conservation programs, measures, and techniques to community groups and rural landowners/users.

2. SUPERVISORY CONTROLS - LEVEL 2-4 (450 POINTS)

a. The incumbent is under the supervision of the designated supervisor. The supervisor provides overall objectives and available resources. The incumbent will independently plan and carry out his/her assignments, resolve most conflicts that arise, coordinate his/her work with others as necessary, interprets policy and regulations. Keeps supervisor informed of progress and potential controversial problems, concerns, or issues. Recommends changes to policy and procedures as necessary.

b. The supervisor will review completed work for soundness of overall approach, effectiveness and feasibility. There is generally no review of methods used.

3. GUIDELINES - LEVEL 3-3 (275 POINTS)

a. The incumbent typically refers to NRCS and SWCD annual operating plans, a wide variety of NRCS national and state policies and procedures, technical guides and handbooks, financial assistance program requirements, soil survey data, textbooks and professional journals on soil conservation, previous experiences and technical worksheets.

b. For most work situations, the guidelines are generally adequate. However, there are instances in which they are not directly applicable to the work being performed. The incumbent uses judgment in selecting, interpreting, and applying available guidelines for adaptation to specific problems.

4. COMPLEXITY - LEVEL 4-4 (225 POINTS)

a. Assignments require analysis of interrelated functions, work processes, programs and goals and objectives, for application to the conservation program; applying analytical and evaluative methods/techniques to the work at hand; and developing conclusions and specific recommendations. Assignments may include developing long-range goals and objectives for the natural resources management program functions and duties that require interpreting complex policies, rules, manuals, laws and technical program information and providing expertise in natural resource conservation program.

b. These assignments are often complicated by rapidly changing technology, conflicting or changing program goals and objectives, changes in legislative or regulatory guidelines, and variations in the demand for program requirements; and the diversity of contacts required to complete the assignments. Assignments can be further complicated by the need to provide subjective conclusions and recommendations that are not always easily verified. In some cases, work is complicated by the requirement to develop data on program accomplishments that is currently unavailable, ambiguous or open to varying interpretations. The employee uses considerable judgment to plan the steps, direction and progress of workload within the

managerial unit; modify or adapt existing standards, practices, or guides to address complex natural resource conservation program problems or issues.

5. SCOPE AND EFFECT - LEVEL 5-3 (150 POINTS)

Scope of Work - Work involves investigating, analyzing or advising on a variety of conventional natural resource and environmental conditions in accordance with established criteria; resolving a variety of problems, questions, or conditions in accordance with established precedents and procedures. Work typically consists of conservation program assignments that motivate and lead individuals and organized groups of landowners and representatives of governmental agencies to apply recommended solutions. The incumbent prepares plans, analyses measures, and recommends solutions.

Effect of the Work - Incumbent's work affects the adequacy of conservation program activities, the attainment of annual plan of operations objectives, and the NRCS credibility among program participants.

6/7. PERSONAL CONTACTS/ PURPOSE OF CONTACTS - LEVEL 3C (180 POINTS)

Personal Contacts (Level 3) - Personal contacts are with individual landowners, groups, land improvement contractors, agri-business representatives, management level representatives of state and local agencies and units of government, other USDA and federal agencies, other NRCS employees, local news media reporters, sportsmen clubs, property associations, and regional environmental groups.

Purpose of Contacts (Level C) - The purpose of the contacts is to plan, coordinate, or advise on the implementation of a broad range of agronomy, erosion and pollution abatement practices and measures, to recommend alternative conservation solutions and to motivate individuals and groups to pursue wise land-use decisions. Incumbent will encounter persons or groups that may have conflicting goals. The incumbent must use skills obtained through experience to obtain cooperation in complying with NRCS policies or established methods.

8. PHYSICAL DEMANDS - LEVEL 8-2 (20 POINTS)

The incumbent must walk extensively through rough terrain, over ditches, and climb steep banks. Some physical exertion is required.

9. WORK ENVIRONMENT - LEVEL 9-2 (20 POINTS)

The incumbent works under conditions that involve moderate discomforts due to adverse weather. Works near farm and earth moving machinery and may be exposed to toxic chemicals.

Total points = 2570 (GS-11 Range - 2355-2750)

This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.