

Resource Conservationist, GS-0401-12 (Water Resources Planning Specialist)

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 Resource Conservationist							5. PAY PLAN GS		6. SERIES 0401	7. GRADE 12		
8. WORKING TITLE (Optional) Water Resources Planning Specialist							9. INCUMBENT (Optional)					
OFFICIAL												
10. TITLE Resource Conservationist												
11. PP GS	12. SERIES 0401	13. FUNC 51	14. GRADE 12	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	Water Resources 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					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 1-7		1,250		6. Personal Contacts						
2. Supervisory Controls		Level 2-4		450		7. Purpose of Contacts		Level 3C		180		
3. Guidelines		Level 3-4		450		8. Physical Demands		Level 8-2		20		
4. Complexity		Level 4-5		325		9. Work Environment		Level 9-2		20		
5. Scope and Effect		Level 5-4		225		27. TOTAL POINTS ▶			27. 2,920			
								28. GRADE ▶		28. GS-12		
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 EXEMPT from the provisions of FLSA based on the PROFESSIONAL Exemption criteria.							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. (8) 043259	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0401	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0118	5. OFF. TITLE (38) Resource Consvst					
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 08/21/07	
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)	(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) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0Y	0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	0 = Excepted but not A, B, C	4. POS. SENS. (1) 1N	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4) 401C	
6. WK. TITLE CD. (4) 5550	7. WK. TITLE (38) Water Resources Png Spcdst										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 919872					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)	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. ASGN. (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. ASGN. SER. (4)	29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE						31. DATE					
32. REMARKS											

INTRODUCTION

This position is located on the State Office (SO) Water Resources Staff. The incumbent serves as the water resources planning team coordinator and provides leadership and coordination on a wide variety of activities including, watershed planning, watershed rehabilitation planning, and program neutral area-wide planning. The incumbent directs and coordinates the activities of a diverse interdisciplinary planning team which includes technical specialists in the areas of engineering, economics, agronomy, biology, forestry, and water quality.

DUTIES AND RESPONSIBILITIES

Coordinates the work of Natural Resources Conservation Services (NRCS) staff and representatives of partner agencies and groups in watershed and program neutral planning activities. Provides direct planning assistance to project sponsors; directs data collection; organizes and conducts public meetings; coordinates environmental, economic, engineering, and cultural resource analyses; develops alternatives; and guides overall report preparation using established policy and procedures.

Conducts preliminary studies and prepares preliminary investigation reports for watershed and program neutral planning. Provides planning assistance to sponsors under the Emergency Watershed Protection (EWP) Program. Serves as program coordinator for the Watershed Rehabilitation Program in the state of Kansas.

Ensures that statutory requirements such as those established in the National Environmental Policy Act (NEPA) of 1969, and Executive Orders related to watershed and program neutral planning, are complied with during the planning process.

Collaborates with other federal, state, and local government staffs to collect, assemble, summarize, and analyze planning data relating to approved planning projects. Participates in interdisciplinary planning teams for the formation and analysis of plans.

Gathers appropriate planning data and coordinates with watershed sponsors and other government agencies to develop supplements to existing watershed plans.

Provides training to field, area, and state staff on the watershed program and the watershed planning process.

Participates in quality assurance reviews to evaluate implementation of water resource policy at the field office (FO) level. Reviews policy and procedures relating to water resource activities and recommends changes as appropriate.

Develops and/or assists the Public Affairs Staff (PAS) in the development of news releases outlining the benefits of various water resource-related projects.

Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of 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 temperature, 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 1-7, 1250 points

Professional knowledge of a broad range of soil and water conservation principles and techniques and skill sufficient to analyze complex natural resource factors and interpret related social and economic conditions, and devise and implement cohesive, comprehensive, integrated resource development projects.

Knowledge of related physical and biological sciences including soils and plant science, hydrology, forestry, range conservation, and applicable elements of engineering sufficient to: 1) recommend optimum and alternative natural resource development strategies; 2) design and conduct feasibility studies for multipurpose conservation projects; and 3) formulate difficult major resource conservation cost-sharing proposals.

Knowledge of natural resources planning principles, policies, and procedures in order to provide technical leadership for all phases of watershed and program neutral area-wide planning.

Demonstrated skill in the development of resource management plans on a watershed or area-wide basis under such programs as Watershed Protection and Flood Prevention Act (Public Law [PL] 83-566), Watershed Rehabilitation Amendments (PL 106-472), Environmental Protection Agency Clean Water Act Section 319(h), Watershed Restoration and Protection Strategy, Resource Conservation and Development, and others in order to achieve sponsor goals and objectives while complying with NRCS policy and procedure.

Ability to work with others in order to effectively motivate, schedule, and coordinate a diverse planning team, sponsors, and other agencies and units of government in the planning process.

Ability to communicate effectively in writing in order to prepare comprehensive watershed and area-wide plans and reports, environmental impact statements, plan supplements, letters, and policy recommendations.

Ability to communicate orally in an effective manner in order to provide training, conduct public meetings to explain the watershed planning process, and communicate policy and procedure.

Knowledge of federal and state conservation programs as they relate to water resources planning in order to coordinate watershed and program neutral planning activities for the state.

2. Supervisory Controls, FLD 2-4, 450 points

The incumbent is under the general supervision of the assistant state conservationist for water resources (ASTC-WR) who establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, projects, and deadlines.

The incumbent is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The incumbent resolves most problems that arise, and coordinates the work as the leader of an interdisciplinary water resources planning team. The incumbent interprets and applies program policy in terms of established objectives, and keeps the supervisor informed of progress, and potentially controversial problems, concerns, issues, or other matters having far-reaching implications.

Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements, producing expected results, and meeting program or project objectives. The supervisor does not review methods used.

3. Guidelines, FLD 3-4, 450 points

Guidelines at this level are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects of water resources planning, rehabilitation planning, and program neutral area-wide planning. The incumbent is required to deviate from conventional methods and practices, or develop new and modified techniques and methods for obtaining effective results.

The employee uses general guidelines and precedents regarding NRCS policy, statements, and objectives (i.e., technical standards and guides, handbooks, manuals, directives). Guidelines specific to assignments are often limited, not applicable, or have

gaps in specificity, and require considerable interpretation and/or adaptation for application to specific issues and complex problems.

The employee uses judgment, initiative, and resourcefulness in deviating from established methods to make recommendations on watershed activities that may have state-wide significance. This may require the employee to analyze conditions and assumptions on the basis of inconclusive and variable data, and to select, adopt, and apply the appropriate criteria, methods, and procedures to the conditions present.

4. Complexity, FLD 4-4, 325 points

Work assignments are varied and diverse and involve the planning and coordination of broad and varied water resources planning activities within the state. Assignments include assessing environmental conditions and recommending development plans which are characterized by a number of complicating factors (i.e., insufficient financial basis, conflicting viewpoints among sponsors, incompatible land treatment measures, unusual soil conditions, varied area land ownership, inadequate ground-water data, and zoning impediments). This may involve working on activities and projects that have highly visible political consequences; formulating solutions to controversial problems; and anticipating future trends and requirements. Work involves evaluating project objectives, analyzing comprehensive physical, social, and economic data, and determining appropriate criteria, standards, and techniques for multi-million dollar projects.

Work involves working with a diversified group of landowners, including state and county governments, townships, and private organizations to coordinate the work between NRCS staff and representatives of partner agencies and groups in watershed and program neutral planning activities to resolve sometimes sensitive problems dealing with water resources planning activities.

Assignments include reviewing and analyzing proposed and current water resource policies affecting NRCS with diverse topographical, soil, and land use conditions. The employee is considered an expert and provides technical guidance, interpretations, and recommendations in water resource planning activities.

5. Scope and Effect, FLD 5-4, 225 points

The purpose of the work is to develop and interpret watershed planning criteria applicable to complex watershed projects involving numerous community and state government representatives with divergent and frequently opposing conservation interests as well as landowners' objectives (e.g., agricultural, residential, commercial, industrial, or recreational use).

Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions. It also involves developing new or improved techniques, criteria, or alternatives to meet requirements involving specific

water resources planning activities for the state. The employee ensures a correct understanding of these programs and activities and their application by state and federal agencies and local units of government personnel, consultants, and private land users.

Each project affects a large geographic zone and contributes to the efficient operation of other government agencies. The results of the work directly influence the effectiveness and acceptability of agency goals, programs, and/or activities related to watershed projects.

6. Personal Contacts

7. Purpose of Contacts, Level 3C, 180 points

Contacts are with private watershed sponsors, other agencies, and units of state and local government in the planning process. Other contacts include NRCS technical specialists and personnel at the field, area, and SO levels and with local and area district supervisors and employees. Non-routine contacts are also made with private landowners, professional consultants, agricultural colleges, universities, experiment stations, researchers, agricultural commodity associations, news media, and representatives from other federal, state and local agencies, and units of government and universities.

The purpose of the contacts is to persuade, influence, and encourage unconvinced, indecisive individuals and organizations to agree upon comprehensive watershed and broad area plans and reports, environmental impact statements, and policy recommendations. The incumbent must use tact and diplomacy to achieve a working consensus among parties who have dissimilar and opposing opinions. Recommendations on sensitive issues have impact on state-wide conservation programs requiring decades to fully implement.

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

The work is sedentary and usually performed while seated at a desk. There is some walking and travel to attend meetings away from the work site. On trips to the field, there may be some physical exertion requiring the incumbent to stand for long periods and/or walk on rough, uneven, or rocky terrain.

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

Most work is performed in an office setting. Occasional travel to field locations to gather data for further analysis is often done along streams, roadways, and bridges where natural hazards must be recognized and may require special protective clothing and safety precautions.

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