

**Soil Scientist, GS-470-11
(Soil Survey Project Leader)**

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 Soil Scientist					5. PAY PLAN GS	6. SERIES 0470	7. GRADE 11	
8. WORKING TITLE (Optional)				9. INCUMBENT (Optional)				
OFFICIAL								
10. TITLE Soil Scientist								
11. PP GS	12. SERIES 0470	13. FUNC 51	14. GRADE 11	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 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				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 EXEMPT from the provisions of FLSA based on the PROFESSIONAL Exemption criteria. 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/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6)	5. GRADE (2) 11	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0470	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Soil Scntst						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 4	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X	X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 12/21/95
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) 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	2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 470C			
6. WK. TITLE CD. (4)		7. WK. TITLE (38)								
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917821								9. VAC. REV. CD. (1) 0 = Position Action 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		14. BUS. CD. (4) 8888	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. 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 (6)
30. CLASSIFIER'S SIGNATURE					31. DATE					
32. REMARKS										

INTRODUCTION

The position is located in a Soil Survey Office in Kansas. The incumbent serves as Project Leader and is responsible for soil survey maintenance and updating in a multi-county soil survey project area.

DUTIES

Provides leadership, technical expertise, and quality control in all phases of soil survey in a multi-county project area. This includes mapping, classification, correlation, investigations, interpretations, and database management. Ensures that soil information and other services are responsive to the need of the various users, in compliance with standards and policies, and that resources are utilized efficiently and economically.

Provides technical directions and training to project office staff members. Provides technical leadership for assuring that adequate quality control is being carried out in the assigned project area.

Supervises a subordinate project office staff. Performs a full range of supervisory functions for assigned employee including planning, assigning, and evaluating work; recommending personnel actions, awards, and corrective action; developing performance standards, etc.

Conducts preliminary review and field investigation and prepares written report of findings on assigned soil survey project to determine the workload needed to bring the soil information up to National Cooperative Soil Survey (NCSS) standards. Investigation includes predictions of soil types and boundaries, spatial distribution of soil delineations for a map unit or landform, planned transect, and identification of delineations to visit.

Develops soil survey project area plan of work. This includes, identifying data collection needs, need for classification revisions, recorelation needs, spatial develop needs, database development needs, interpretation revisions, special study needs, documentation process and needs, and resolution of joins with other project area.

Develops and implements soil survey investigation plan for assigned soil survey project. Describes and collects characterization sampling for existing and new series for submission to National Soil Survey Laboratory.

Describes, collects, analyzes, and summarizes soil profile descriptions, transects, field notes. Enters information into Window Pedon or National Soil Information System (NASIS). Ensures the quality of data collected and populated in NASIS.

Refines existing soil delineations to fit landscape using Geographic Information System Tools.

Manages and maintains soil data from collection to dissemination. Administers and maintains data map unit object in NASIS, which includes map unit composition, components, horizons, interpretation ratings, physical, chemical, and morphological properties

Conducts field examinations in order to gather information for refining, maintaining or updating soil maps. Identifies the different kinds of soils as determined from soil profile, slope and erosion conditions, and site factors. Delineates the kinds of soils and conditions on the maps in accordance with the legend for the soil survey project. Prepares needed interpretations of soil survey data for use by NRCS personnel and interested groups or individuals as required.

Assists Resource Soil Scientist in providing reasonable and timely service to internal and external customers. These duties include, but are not limited to, wetland determinations, agricultural waste investigations, pond site investigations, assistance and training to county Sanitarian, collection of supporting data for Field Office Technical Guide, and assistance to NRCS personnel on use of Soil Data Viewer. This is not to exceed 15 percent of time.

Prepares news articles on soil science and conservation practices in relation to soils; talks on soils and conservation activities at meetings, as requested; prepares exhibits of soil monoliths; assist with high school and collegiate land judging contests; discusses soils on tours; and carries on other informational activities as required.

Keeps required records and reports, including a record of work performed and survey progress maps register. Keeps operational record and makes safety inspections of assigned vehicle. Attends and leads safety meetings and discussions, when requested.

Performs 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

1. Knowledge Required by the Position

Ability to provide technical leadership and to manage resources to carry out assigned technical and administrative activities.

Knowledge of National Cooperative Soil Survey (NCSS) guidelines, including classification, correlation, investigations, interpretations, and NCSS policies, in order to complete soil surveys and to evaluate published soil surveys using technical standards.

Skill in producing and evaluating quality soil survey maps and interpretations by utilizing knowledge of soil genesis and morphology, geomorphology, soil classification and correlation, photo interpretations, soil/landscape relationships, and cartographic skills.

Ability to collect, organize and interpret data, in order to provide soils information.

Skill in writing soil pedon descriptions, evaluating and interpreting soil chemical and physical properties, collecting and evaluating soil transect data, field notes and performance data, in order to present accurate, pertinent, and timely soils interpretations.

Ability to communicate effectively, both orally and in writing, in order to write and present technical material.

Knowledge of NASIS and the ability to use computers in order to maintain soils database in assigned area.

Knowledge of various NRCS programs and activities such as Environmental Quality Incentives Program, Farmland Protection Program, Wetlands Reserve Program, and conservation planning, in order to effectively utilize soils information.

Ability to provide effective training, in order to maximize utilization of soils information.

2. Supervisory Controls

The State Soil Scientist/MO leader is the incumbent's supervisor. The incumbent conducts preliminary investigation and develops plan of work in multi-county project areas in consultation with supervisor, and MO staff. Consultation is generally to determine objectives, priorities, and develop deadlines. The incumbent is responsible for determining methods and activities to achieve objectives outline in the plan of work.

Work progress is reviewed periodically with supervisor on achievement of goals and objectives. Completed technical projects are reviewed only from an overall perspective by higher grade soil scientists for compatibility with other project areas, or effectiveness in meeting expected results and consistency and adherence to NCSS standards.

3. Guidelines

Guidelines consist of the National Soils Handbook, Soil Survey Manual, Soil Taxonomy, General Manual with state amendments, and various state and national bulletins and memorandums that provide service policy, procedures, and technical material. Incumbent must exercise considerable judgment to determine which guidelines are appropriate and interpret these guidelines to adapt to local situations.

The incumbent determines which of several established procedures to use. Supervisor or higher graded soil scientist is consulted in situations to which existing guidelines do not apply or significant deviations from the guidelines occur.

4. Complexity

The project area consists of four Major Land Resource Areas (MLRAs) which incorporate 18 counties. MLRAs are geographically associated land resources units, usually encompassing several thousand acres, characterized by a particular pattern of soil, geology, climate, water resources, and land use. The incumbent is responsible for evaluating and maintaining or updating the soil surveys in the multi-county project areas.

The incumbent will be involved in collecting and analyzing data on existing soil surveys for use by NRCS in resource conservation planning, and by city, county, and state planning bodies for comprehensive planning. The soil data is often out-of-date or incomplete for making adequate soil interpretation.

The incumbent is involved in providing technical soil service to Field Office as needed.

5. Scope and Effect

The incumbent provides soils information, which often is the primary basis for making decisions on land use and treatment. The use of interpretive information ranges from light demands on soil resources to very intensive, high value use such as urban development or specialty crops. Irreversible land use changes are often made on information developed by the incumbent. Technical soil services information developed becomes an integral part of the National Cooperative Soil Survey.

The purpose of the work is to maintain or update soil survey data into electronic format for developing that will effectively accelerate the utilization of soils information by users and potential users in NRCS field offices, state conservation and resource agencies, cooperating federal agencies, and local planning groups. The incumbent is involved in isolating the diverse needs of these groups and resolving conflicts arising from uncoordinated use of soil information within the multi-county project area.

The presentation of soils information affects the work of other soil scientists, soil conservationists, biologists, foresters, engineers, and planners in NRCS as well as in other federal, state, and local agencies. Soils information must be sound and accurately interpreted. Errors or inadequacies could seriously impair the effectiveness of NRCS programs in the states served and other agency programs dependent on soil survey. These NRCS programs affect the well being of citizens within the designated project area.

6. Personal Contacts

Contacts are with NRCS personnel at the state, area, and local level, which include area and local soil scientist in adjacent states; state and local government agencies; individual landowners and operators; and with the general public. Contacts are made in person, in writing, and over the telephone.

7. Purpose of Contacts

The purpose of contacts is to present or exchange technical information, to render technical assistance, and to influence individuals in making decisions that will facilitate use of soils information. The incumbent frequently represents the agency and must be sensitive to public relations.

The purpose of the contacts is to coordinate soils information and to advise and train users in the proper integration of soils information into the planning process addressing a wide range of soil and water conservation needs. Representatives of federal, state, and local governments contacted at this level are generally pursuing mutual goals and are cooperative. Contacts are generally routine and within a structured setting.

8. Physical Demands

The work is performed in an office and field setting. Working in a field setting involves walking, climbing, using manual tools, and bending.

9. Work Environment

The work performed in an office and outdoors environment. Working in the office involves the risks and discomforts normally associated with such places. Work performed outdoors during field inspections, training, and investigations are subject to weather conditions found nationwide during the field season.

This position is determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA).