

Supervisory Soil Conservationist, GS-457-13 (State Resource Conservationist)

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 Supervisory Soil Conservationist					5. PAY PLAN GS	6. SERIES 0457	7. GRADE 13
8. WORKING TITLE (Optional) State Resource Conservationist					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Supervisory Soil Conservationist							
11. PP GS	12. SERIES 0457	13. FUNC 92	14. GRADE 13	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 Resource Conservation 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	
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 ▶ 0	
						28. GRADE ▶	
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 EXECUTIVE/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) 022251	5. GRADE (2) 13	6. IP NO. (8)

B. MASTER RECORD											
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0457	3. OCC. FUNC. CD. (2) 92	4. OFF. TITLE CD. (5) S0001	5. OFF. TITLE (38) Supvy Soil Consvst							
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 Std. Applied Blank = NA			9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT. CLASS (6) MO DAY YEAR 05/15/03			
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		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) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (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) 457L																											
6. WK. TITLE CD. (4) 4990		7. WK. TITLE (38) State Resource Consvst																																			
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917812								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) 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 = Perm N = Other																											
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																																					
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30. CLASSIFIER'S SIGNATURE								31. DATE																													
32. REMARKS																																					

INTRODUCTION

This position is located on the Resource Conservation Staff, headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in Kansas. As State Resource Conservationist (SRC) with leadership responsibilities for formulating, recommending, and implementing policy and procedures applicable to resource conservation planning activities and various program activities, the incumbent shares in developing and implementing a comprehensive soil, water, and resource conservation program for the state of Kansas. In addition, the incumbent provides leadership and guidance on policies and procedures necessary to implement and carry out the various programs of NRCS.

DUTIES AND RESPONSIBILITIES

Serves as consultant and advisor to the State Conservationist (STC) in the development and improvement of statewide policies and procedures for all activities within the state including: (1) operations and administrative management; (2) technical assistance provided to land users through programs for which NRCS has responsibility; and (3) preparation and maintenance of required records and reports.

Serves as a member of the Kansas Management Team (MT). As a team member, he/she provides input and makes recommendations on key issues to the STC. Coordinates actions with program managers and other team members to develop the state matrix and monitors progress to assure fund integrity. The incumbent oversees all technical activities in Kansas.

Provides direct supervision to subordinate staff, exercising a full range of supervisory authorities and responsibilities. Supervises the Resource Conservation Staff located in the SO. Provides guidance to subordinate supervisors in the development and implementation of employee training.

Directs the development and operation of an effective resource conservation planning program. Analyzes methods and techniques currently in use and recommends changes to assure all technical disciplines have input. Directs resource conservation planning, biology, and plant technology field specialists and coordinates their activities into a comprehensive program.

Coordinates resource-related activities with area staffs and assistant state conservationists for field operations (ASTC-FO), to ensure statewide consistency and quality assurance. Makes assignments, with ASTC-FO concurrence, of state level resource-related tasks to individual area staff members and reviews products for technical soundness.

Assists the STC in the direction of NRCS technical responsibilities in Kansas.

Provides state staff leadership for resource conservation planning activities for development of area-wide plans. Provides needed training to field personnel in the development, adaptation, and use of resource data for broad resource planning activities.

Provides state leadership for the development, improvement, and maintenance of technical standards, guides, and manuals related to resource conservation planning, biology, recreation, plant technology, and resource development. Gathers, analyzes, and distributes technical information applicable to the plant science and resource conservation planning programs in Kansas. Provides training to NRCS personnel in the technical fields assigned.

Provides state leadership for the Certified Crop Advisor Program, conservation buffer initiative, highly erodible land (HEL), land evaluation and site assessment, social sciences, Swampbuster, threatened and endangered species, wetland determinations, and wetland mitigation banking.

Works with the STC and other staff members in developing state policy concerning resource conservation planning and vegetative phases of conservation programs. Participates in program appraisals and conducts functional appraisals of activities relating to the biological and agricultural sciences disciplines.

Responsible for determining resource conservation research needs. Serves as chairperson of the Research Needs Committee and collaborates with representatives of land grant colleges, state experiment stations, research units of other agencies, and private groups on the technical research needs of NRCS. Coordinates field trials for new techniques or new conservation systems.

Works closely with the State Office Technical Group (SOTG) to assure that specific needs for land treatment are met. Reviews contracts, area measure plans, and water resource plans for technical adequacy and accuracy. Approves specifications for NRCS-administered vegetative contracts and provides technical leadership in the establishment and maintenance of vegetative practices on structures and critical areas.

Provides leadership for cultural resources activities, and provides technical guidance for the use of conservation planning automated programs.

Provides staff leadership in the environmental assessment of NRCS activities. Assumes leadership for review and comments on all environmental statements received from other federal, state, and local agencies. Reviews and makes input into environmental statements prepared by NRCS in Kansas.

Develops and maintains close working relations with resource conservation planning, plant science, and environment-related agencies and organizations in Kansas. Prepares and presents talks and writes articles on the above subjects. Helps keep

conservation district officials informed of NRCS programs in resource conservation planning and the plant sciences. Serves as point of contact (POC) with groups such as the Kansas Livestock Association, Kansas Department of Wildlife and Parks, Kansas Forest Service, and Kansas Association of Conservation Districts (KACD) to address their technical issues.

Provides input and recommendations to STC on Farm Bill compliance variances. Provides statewide coordination of water quality, range, forestry, and economic activities.

Identifies opportunities and forwards recommendations to reduce field level workload, as appropriate.

Represents NRCS on state and federal committees that set data standards and warehouse data. Fosters communications, cooperative projects, and the interchange of data with state, local, other federal agencies, and between NRCS disciplines. Makes team building an integral part of all activities.

Develops and maintains close working relations with resource-related agencies and organizations in Kansas. Makes presentations and prepares articles on data subjects. Serves as primary NRCS POC with groups such as the Kansas Association of Mappers and KACD to address their data issues.

Manages technical services program in Kansas; analyzes methods and techniques for acquisition, analysis, administration, and delivery of data. Provides the means for the use of geospatial technology in a shared, integrated system that supports natural resource programs and application. Provides guidance and direction for the use of automated programs such as Customer Service Toolkit, ProTracts, and Performance Results System (PRS). Ensures the Geographic Position System (GPS) supports use within the field offices (FOs) and extends information to the customer base that includes new advances and innovations in the field of precision farming.

Works closely with the state technical leadership to assure those specific needs for data are met. Maintains a library of data and a tracking system for development and maintenance of data generated by NRCS as well as natural resource data developed by others.

Serves as the cartographic representative for Kansas. Provides direction and leadership in obtaining photography and other cartographic products.

Performs other 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.

Responsible for providing and maintaining a safe and healthy work environment, requiring subordinates and others to use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Provides leadership and guidance in the design, development, and implementation of administrative procedures to assure that civil rights (CR) policies regarding the delivery of NRCS programs and services and the application of personnel rules and regulations carried out without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap. Actively supports CR policies regarding personnel rules and regulations.

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. Program Scope and Effect, Level 1-2, 350 points

The purpose of the work is to assist the STC in directing the operations of the state and in revising or developing policies and procedures. The incumbent directs several NRCS programs within the assigned state. The programs directed are diverse and highly technical. Planning and program criteria are developed which are technically feasible and compatible with the goals and objectives of community and other governmental organizations. The interpretation of such requirements and conservation goals is a difficult, often controversial work process where multiple, conflicting opinions, studies, and conclusions must be considered and feasible course of action devised.

The work affects the accomplishment of resource conservation objectives throughout the FOs within a large, economically important agricultural state. The work accomplished directly and significantly affects a wide range of NRCS activities, the work of other agencies, the operations of outside interests, and the general public.

Completed work also contributes to effective operation of other governmental agencies, as well as contributing significantly to NRCS operations regionally and nationally.

Policies developed in natural resources conservation affect not only NRCS activities in the state, but relationships with and activities undertaken by other agencies and organizations. The incumbent must promote strong working relationships with these groups as well as make a meaningful contribution to policy development.

2. Organizational Setting, Level 2-2, 250 points

The incumbent is under the supervision of the STC (GS-15, Natural Resources Manager) who reports to an Senior Executive Service (SES) position. The incumbent is accountable to a position which directs a substantial GS-15-level workload. The supervisor sets overall objectives; however, the supervisor and incumbent determine the resources needed and develops priorities and goals to meet the objectives.

The incumbent provides leadership for the assigned programs by independently planning and carrying out the work, which includes determining ways to accomplish goals and devising new methods and means of coordination with other agencies and NRCS line staff officials. Policy development and recommendations on program changes require innovative and resourceful approaches to current and anticipated conservation issues.

Completed work is reviewed by the supervisor for effectiveness in meeting objectives in the Kansas Business Plan and through evaluation of the affect of resulting program accomplishments.

3. Supervisory and Managerial Authority Exercised, Level 3-3, 775 points

The incumbent receives general supervision from the STC headquartered in the SO. The incumbent receives technical guidance and counsel from the SOTG in the technical areas of engineering, soils, conservation planning, and related plant and animal sciences. The incumbent provides leadership responsibilities for formulating, recommending, and implementing policy and procedures applicable to resource conservation planning activities and various program activities and shares in developing and implementing a comprehensive soil, water, and resource conservation program for the State of Kansas. The incumbent advises supervisor on problems involving the relationship of the work of the state to resource conservation programs. Performance in the position is measured in terms of the accomplishment of overall objectives and goals as they correspond with the Kansas Business Plan.

The incumbent provides direct supervision and administrative guidance to assigned subordinate staff. The incumbent exercises a full range of supervisory and managerial authorities and responsibilities including using technical specialists (plant materials specialist, conservation agronomist, biologist, rangeland management specialist, water quality specialist, and cartographers) to direct work; assuring reasonable equity of performance standards and rating techniques developed by subordinates; making decisions on work problems presented by subordinate supervisors; evaluating subordinate supervisors and serving as the reviewing official on evaluations of nonsupervisory employees; recommending selections for subordinate supervisory positions; making decisions on nonroutine, costly, or controversial training needs and requests; recommending awards and changes in position classification; and promoting team building.

The incumbent assists the STC in setting long-range state objectives involving program activities and goals as a member of the Kansas MT.

4. Personal Contacts

Subfactor 4A - Nature of Contacts, Level 4A-2, 50 points

Personal contacts are with decision-makers, specialists, experts and other professional, technical and administrative personnel within and outside of NRCS, other federal, state, and local governments and agencies, environmental and conservation groups and organizations; members of the business community; legislative staffs; universities; and with the news media and private individuals and the general public.

Subfactor 4B - Purpose of Contacts, Level 4B-3, 100 points

The purpose of the contacts is to establish and maintain cooperative working relationships with agencies, groups, and organizations to promote and gain acceptance of NRCS programs, activities, and goals; persuade, influence and encourage uncommitted or indecisive individuals to agree upon conservation objectives; and furnish counsel, advice, and recommendations to further improve the state operation.

The SRC overcomes initial reluctance by emphasizing technical advantages and gains to be accomplished through adoption of a specific conservation course of action. At this level, he/she uses tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions.

5. Difficulty of Typical Work Directed, Level 5-7, 930 points

Nonsupervisory professional work that best characterizes the nature of the work performed at this organizational level is accomplished by GS-12 resource conservation technical specialists (ranging from conservation agronomist to plant materials specialist). At least 25 percent of that work is at the GS-12 grade level.

6. Other Conditions, Level 6-4b, 1120 points

The work of this position is to assist the STC with directing and managing natural resource conservation activities in the state and in revising or developing state policies and procedures. There are a wide variety of programs in the state such as Public Law (P.L.) 566, conservation operations, resource conservation and development (RC&D), Environmental Quality Incentives Program (EQIP), and most other NRCS programs. Due to widely diversified conservation programs, the problems encountered are complex in nature.

FOs in the state, as well as RC&D offices, are dependent upon the technical assistance and direction provided by the incumbent, SOTG, Kansas MT, and STC. The degree of complexity involved in the direction of a widely dispersed organization of professionals

and technicians, while carrying out a varied program to meet resource conservation needs, requires technical knowledge, coordination, and leadership abilities.

The supervision provided requires substantial coordination and integration of a number of major work assignments, projects, or program segments of professional, technical and administrative work comparable in difficulty to the GS-12 grade level. Such coordination involves work comparable to ensuring compatibility and consistency of interpretation, judgment, logic, and application of policy; recommending resources to devote to particular projects or to allocate among program segments; and providing leadership in developing, implementing, evaluating, and improving processes and procedures to monitor effectiveness, efficiency, and productivity of the state. The incumbent provides direct supervision and general supervision to subordinate staffs with intermediate supervisory levels who direct workloads comparable to GS-7 grade levels. Supervision and management involves major decisions and actions which have a direct and substantial effect on the organization and the programs of the state.

No special situations were credited under this factor.

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