

Supervisory Soil Conservationist, GS-0457-12

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 Supervisory Soil Conservationist						5. PAY PLAN GS	6. SERIES 0457	7. GRADE 12	
8. WORKING TITLE (Optional)						9. INCUMBENT (Optional)			
OFFICIAL									
10. TITLE Supervisory Soil Conservationist									
11. PP GS	12. SERIES 0457	13. FUNC 51	14. GRADE 12	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Jane Medina	
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				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/WR	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 114996	5. GRADE (2) 12	6. IP NO. (6)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0457	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Soil Conservationist					
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 10/02/07			
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) 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)		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 (9) 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 = 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 (8)	
30. CLASSIFIER'S SIGNATURE						31. DATE					
32. REMARKS											

INTRODUCTION

The incumbent of this position serves as the district conservationist (DC) responsible for carrying out the Conservation Technical Assistance (CTA) Program and the Farm Bill programs in a multi-county area serviced by multiple field offices (FOs). The incumbent assists the conservation districts (CDs) in carrying out their natural resources conservation program. The incumbent is responsible for all other Natural Resources Conservation Service (NRCS) programs in the designated area of responsibility.

DUTIES

Directs the implementation of the CTA Program and Farm Bill programs in the designated area of responsibility. Analyzes the workload and sets conservation goals and work priorities for each employee. Manages operations in multiple FOs servicing assigned counties to achieve established goals.

Serves as a senior consultant and advisor to the elected CD boards and provides technical guidance and assistance to the CD board and the DC assigned primary responsibility for supporting each CD board.

Supervises personnel and administrative activities of the FOs. Assigns and reviews work; monitors individual and FO progress through electronic reporting systems; appraises performance; approves leave; determines training needs and provides on-the-job training (OJT) and/or initiates training requests; recommends selections to fill vacancies; hears and resolves individual or group grievances; keeps employees informed of management's objectives; and gives positive support to special emphasis programs of the NRCS and agency. Coordinates the activities of partners' employees who provide assistance to NRCS activities. Serves as the purchase cardholder, accountable property custodian, and the NRCS representative to the county Food and Agriculture Councils (FAC), serving as the chair on a rotational basis.

Prepares, revises, and/or directs the preparation and revision of resource conservation plans and long-term contracts (such as the Environmental Quality Incentives Program [EQIP], Wildlife Habitat Incentives Program [WHIP], and Wetlands Reserve Program [WRP]) on units of land within the designated area of responsibility. Makes field surveys and examinations 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. Prepares contract payments for Farm Bill programs.

Plans, applies, and/or directs the planning and application of structural, vegetative, cultural, and management practices. Directs the staff assigned to each FO in

determining practice need and feasibility and certifies extent and adequacy of established practices.

Through the various news media and outreach efforts, organizes and carries out an informational program on resource conservation activities including, but not limited to, writing newspaper articles; conducting meetings, tours, and demonstrations; speaking at schools, civic associations, and scout meetings; and involvement in radio and television programs, as appropriate. Schedules and presents information programs on natural resources conservation.

As requested, provides inventories and evaluations, which include soil interpretations, erosion control, plant materials, and water management alternatives; and preliminary investigations and reports for land use planning and development.

If applicable, provides technical guidance to sponsors of watersheds in developing program schedules, securing land rights, contracting for construction, and other activities incident to organization, installation, operation, and maintenance of watersheds.

Promotes and encourages the use of the Resource Conservation and Development (RC&D) Program in the county. Provides the coordination and information needed to keep interested parties apprised of the program's goals and objectives. Assists with the preparation of proposals and measure plans and with the implementation of plans.

Attends meetings of the CD governing body, local work groups, interagency groups, regional, and/or community development groups in order to coordinate and accomplish the programs and activities of the NRCS.

Performs other duties as assigned.

Prepares reports, maintains records, and identifies opportunities and forwards recommendations to reduce field level workload, as appropriate. 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.

Provides and maintains a safe and healthy work environment, assuring that subordinates have received available safety training and literature and requiring that employees and others 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

are 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 1-3, 550 points

The incumbent directs the full program of professional and scientific services provided by NRCS to multiple contiguous counties in Kansas.

2. Organizational Setting, Level 2-1, 100 points

This position reports to the assistant state conservationist for field operations (ASTC-FO), a GS-13 level position. The second level supervisor is the state conservationist, a GS-15 level position.

3. Supervisory and Managerial Authority Exercised, Level 3-2, 450 points

Plans work to be accomplished by subordinates. Sets and adjusts short-term priorities. Assigns work to subordinates based on employee capacity and mission needs. Evaluates work performance of subordinates. Counsels and instructs employees on work and administrative matters. Identifies and provides for developmental and training needs of employees. Finds ways to improve production and increase the quality of work of subordinate staff.

4. Personal Contacts

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

Routine, recurring contacts are with members of the general public, representatives of local public interest groups, the business community, congressional staff, and employees of local and state governmental units.

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

Contacts are to explain projects to obtain commitments and support of the project as well as compliance with established policies, regulations, and, as appropriate, contract requirements. The incumbent represents NRCS by active participation in conferences,

meetings, hearings, etc., to address issues such as philosophical conflicts, resource limitations, and comparable issues.

5. Difficulty of Typical Work Directed, Level 5-5, 650 points

Positions responsible for three counties are normally staffed at:

1 or 2 GS-0457-11 positions

1 or 2 GS-0457-09 positions

1 or 2 GS-0458-07 positions

Clerical and volunteer positions which do not meet the criteria of number 3 above

Formula: $(1 \times 11 = 11) + (2 \times 9 = 18) + (2 \times 7 = 14) = 44$.

Forty-four divided by five (number of employees supervised) equals nine as the average level of base work (20 percent of time at GS-11 level, 40 percent of time at GS-09 level, and 40 percent of time at GS-07 level).

While the mix may vary, this formula represents a minimum of five positions supervised. When the mix is predominately 0457-11 and 0458-07, more positions will be supervised.

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

Supervision requires substantial coordination and integration of scientific work comparable to the GS-09/11 level. This may or may not rise to factor level 6-4.

However, this position meets the criteria of the following special situations:

- Variety of Work - Work supervised falls in the 0454, 0457, and 0458 occupational series.
- Fluctuating Work Force or Constantly Changing Deadlines - The current practice of announcing program sign-ups, introducing new programs, and altering program and administrative procedures during a sign-up require the incumbent to adjust goals, duty schedules, and work assignments in order to accomplish the mission and meet newly levied requirements.
- Physical Dispersion - Work is performed at multiple locations approximately 30 to 50 miles away from each other.
- Changing Technology - This appears to be the age of electronic transfer. For the past few years, manual tools have been recreated as electronic devices; paper

processes have moved from pen and ink to word processing and are en route to data base entry. Field notebooks are moving from bound, waterproof, lined pages to computer notepads that up-link via satellite. Software support systems are experiencing major changes as often as quarterly; every new sign-up has a different process based on new tools available. Standards issued at the beginning of a rating period are not measurable by the end because the reporting/recording system has changed. This is changing technology.

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