

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Redescription  New  Hdqtrs  Field  
 Reestablishment  Other

Explanation (Show any positions replaced)  
**NPS Standard Position Description  
 Resources Careers**

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action  
 Yes  No

10. Position Status  
 Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  SES (CR)

11. Position Is  
 Supervisory  Managerial  Neither  
 12. Sensitivity  
 1-Non-Sensitive  3-Critical  
 2-Noncritical Sensitive  4-Special Sensitive

13. Competitive Level Code  
 14. Agency Use  
 \*R22

| 15. Classified/Graded by                          | Official Title of Position      | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---------------------------------|----------|-------------------|-------|----------|------|
| a. Office of Personnel Management                 |                                 |          |                   |       |          |      |
| b. Department, Agency or Establishment            |                                 |          |                   |       |          |      |
| c. Second Level Review                            | Rangeland Management Specialist | GS       | 0454              | 11    |          |      |
| d. First Level Review                             |                                 |          |                   |       |          |      |
| e. Recommended by Supervisor or Initiating Office |                                 |          |                   |       |          |      |

16. Organizational Title of Position (if different from official title)  
**Rangeland Management Specialist**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
**Department of the Interior**

c. Third Subdivision

a. First Subdivision  
**National Park Service**

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to Grade this Position.

Typed Name and Title of Official Taking Action

**J. LYNN SMITH  
 HUMAN RESOURCES PROGRAM MANAGER**

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature *J. Lynn Smith* Date **JUN 30 1999**

| 23. Position Review    | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks \*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities (See Attached)

**NATIONAL PARK SERVICE  
BENCHMARK POSITION DESCRIPTION**

**Rangeland Management Specialist  
GS-454-11**

**Introduction**

The incumbent serves as a technical advisor for the rangeland ecology and management program for one or more parks. The incumbent is involved primarily in rangeland management, planning, administration, restoration, monitoring, and evaluation required to meet park objectives.

**Major Duties (80-100%)**

Develops and prepares portions of the resources management plan dealing with rangeland activities. Prepares specific action plans pertaining to the ecology and management of rangelands based on a data from fieldwork, maps, aerial photography, satellite imagery, and other methods to carry out management goals.

Represents the superintendent when working with others on rangeland ecology matters. Develops and maintains liaisons and effective working relations with local ranchers, resources managers, cooperating agencies, local communities, interest groups, and the public to integrate the program with other resources programs and to achieve ecosystem based management goals and objectives. Attends management and professional conferences and other events for the purpose of exchanging information, presenting technical and policy information, and advancing advocacy for park stewardship.

Coordinates park rangeland strategies and programs with those on adjacent land for the purposes of achieving broad ecosystem protection strategies and preventing human impacts.

Develops standards and guides for rangeland management practices and specifications. Correlates range and grazing practice specifications with other area resources specialists. Develops, revises, and amends the park's technical guides. The rangeland ecologist interprets higher-level agency policies and directives, and develops supplemental guidance as necessary.

The rangeland ecologist formulates and directs the monitoring program and compiles all monitoring data and other information to produce an evaluation document that is the basis for resources management decisions and agreements. These studies include condition and trend, utilization, actual use, climatological, pertinent aspects of the rangeland resources and ecosystem, native plant communities, and/or pastures. Develops and carries out statistically valid data collection protocols using the latest technology. Performs or directs data entry and carries out quality control checks on data entry performed by subordinate staff.

Monitors use on all grazing allotments to ensure that turnout, removal, numbers of stock, and pasture moves are in compliance with permits. Advises management regarding concerns and violations and revises or alters permits as necessary. Works closely with each permittee to ensure that management systems are accomplishing stated goals. Collects and keeps current actual use records on animal months. Contacts permittees on general inquiries such as project maintenance and conditions.

Prepares special use permits, and develops and maintains cooperative agreements with other agencies. Calculates grazing fees.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out resource stewardship goals.

Identifies research needs, prepares requests for proposals or statements of work, and provides oversight for research projects. Serves as Contracting Officer's Technical Representative for projects conducted through contracts, interagency agreements, and cooperative agreements.

Based on results of inventories, in-depth studies, and monitoring, the incumbent develops and conducts scientifically credible protection, mitigation, and restoration projects to prevent resource damage, to restore and/or maintain the integrity of rangeland resources, and to minimize human activities that impact resources.

Prepares management and scientific reports regarding the results of protection, mitigation, restoration, inventory, monitoring, and research activities. Summarizes new information for use by park staff, ranchers, scientific community, cooperators, and partners.

Incorporates appropriate GIS technology into job to provide comprehensive and scientifically sound answers to inquiries from managers and others. Uses automatic methods of data collection, analysis or illustration. Inputs data into digital form and uses computer applications for data analysis, manipulation, and presentation.

Advises livestock operators and, as applicable, tribal council members and Indian landowners, on principles of rangeland ecology and management and the laws, regulations, and policies governing management of NPS lands, i.e., rental, value of grazing privileges, appropriate range improvements, special use permit conditions, permit structure, and long-term plans for use rangeland resources.

Is the principal contact and negotiator for rangeland resources including consultation, coordination, and cooperation with all affected public land interests including representatives of both the livestock industry and the environmental/conservation community.

Prepares environmental assessments (EAs) for projects in compliance with the National Environmental Policy Act. Evaluates EAs and environmental impact statements prepared by other federal agencies or groups for impacts on park resources.

Works closely with park education staff to incorporate new information into park and partner education programs.

Prepares and maintains plant specimens for rangeland in the park herbarium.

Acquires and maintains equipment and supplies necessary to conduct field activities.

May carry out program management duties by developing work plans and schedules, scopes of work, cost

estimates, and proposals and/or grants to justify funding requests and accomplish goals. May

administer and track project funds and prepare accomplishment reports, as needed. Maintains awareness of applicable funding sources within NPS and outside.

May represent park on NPS regional task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

**Factor 1. Knowledge Required by the Position Level 1-7; 1250 points**

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for park resources.

Professional knowledge of a breadth of rangeland ecology and management principles, concepts, and theories sufficient to perform duties concerning the development and implementation of multiple-use rangeland management plans. Knowledge and skills are sufficient to solve problems covering diverse situations.

Thorough knowledge of NPS and/or tribal policies, procedures, and guidelines regarding management, preservation, and monitoring of native plant communities, wildlife management, improved pastures, sensitive species, non-native species, pest species, cultural landscapes, historic scene, and others. Knowledge of applicable federal statutes and legislation governing rangeland ecology and management programs to assure program goals and objectives meet legal requirements and reflect national priorities and policies.

Professional knowledge and skills required to modify or adapt standard processes and procedures; to assess, select, and apply appropriate precedents; and to devise strategies needed to overcome significant resources problems related to program management and evaluation. Skill and knowledge sufficient to deal with special problems that require sustained efforts for solution.

Working knowledge of related disciplines such as wildlife biology, ecology, agriculture sciences, forestry, soil conservation, plant taxonomy, and hydrology and their interrelationships sufficient to use the knowledge in planning multiple-use, sustained yield rangeland management programs.

Knowledge of ecological processes and the skill to evaluate and assess the environmental impact of various management practices on a rangeland ecosystem, or on the complementary or competitive impact of the development, modification or change in the use of one resources on another. Knowledge and skill sufficient to resolve differences among diverse groups with competing goals in order to effectively recommend and justify the appropriate rangeland management resources strategy.

Skill to modify or adapt standard techniques, processes, and procedures and to access, select, and apply precedents and devise strategies to achieve program goals.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

Knowledge of scientific data acquisition and analysis standards, methods, and recording techniques so that the incumbent can efficiently manage the collection and summation of data, and accomplish data analysis in a way that is highly credible and meets scientifically acceptable standards.

Knowledge of computer hardware, software and application so that information, primarily field data, can be processed, summarized, and reports generated.

Knowledge of NPS guidelines, procedures, and techniques required for the preservation, mounting, labeling, storage, and cataloguing of specimens in order to insure that they are adequately preserved and properly accessioned into the park's natural history collection.

Skill in oral and written communication in order to insure that plans are well written and easily understood, scientific reports and journal articles are of high scientific credibility, pertinent information is shared effectively with others, and oral presentations are well designed, informative, and clearly convey the intended message.

**Factor 2. Supervisory Controls Level 2-4; 450 points**

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field. The incumbent is expected to independently design and carry out specific projects and assignments to their completion. The incumbent keeps the supervisor informed of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications. The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

**Factor 3. Guidelines Level 3-3; 275 points**

Guidelines include laws, regulations, policies, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

**Factor 4. Complexity Level 4-4; 225 points**

National park units are often complex landscapes containing a diversity of natural communities and cultural resources. The incumbent regularly encounters interdependent rangeland resources and cultural-economic problems requiring flexibility and judgment in the approach and practices applied to obtain an optimum balance between the needs and demands of various user groups and the rangeland resources. The specialist applies many rangeland ecology and management principles, concepts, and theories in addition to related discipline concepts. The variety of knowledge and ability required to effectively carry out the program is extensive and requires the incumbent to adopt a highly creative approach to program management that utilizes the expertise of a wide range of cooperators. The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

Grazing issues are often publicly controversial and require substantial initiative and skill in building consensus and obtaining public and cooperating agency support. The design, testing, implementation, and analysis of identification, evaluation, preservation, monitoring, and mitigation programs are very complex and highly scientific endeavors. Duties frequently require the evaluation of alternative methods and competing priorities to determine the best approach to program and project development. Factors and conditions differ according to the tasks and procedures being completed and phase of work being done. In-depth analysis and evaluation of data is required to interpret complex data sets. Meeting program goals involves resolving issues often complicated by factors such as heavy user demand when the condition of the range is unsatisfactory; environmental problems whose resolution may have serious public or tribal impacts; or strong and conflicting public or tribal demands and pressures to redirect rangeland management strategies.

The position requires the incumbent to relate new work situations to precedent situations, extend or modify existing techniques, or develop compromises that required substantial effort to overcome resistance to change when it is necessary to modify an accepted method or approach. The incumbent must apply strict quality control measures to assure credibility of findings.

**Factor 5. Scope and Effect Level 5-3; 150 points**

The core long-term mission of the agency in all NPS units is the preservation and effective management of the natural and cultural resources for which the park was established. The successful accomplishment of the duties of this position affects the quality and effectiveness of resources management programs designed to protect park resources. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions.

The work is to investigate and analyze rangeland resources problems and environmental conditions then develop and implement solutions that satisfy management objectives. Information is gained through research, inventory, and monitoring to provide the scholarly and professionally credible basis for management decisions, thereby directly affecting the current and future integrity of the resources.

**Factor 6. Personal Contacts Level 6-3; 60 points**

Contacts are made with rangeland ecologists, resources managers, and subject matter experts of other agencies and tribes, livestock owners and private landowners, researchers and other members of the scientific community, science and management staff of other parks, traditionally associated groups, conservation organizations, the media, the general public, and other park staff. Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

**Factor 7. Purpose of Contacts Level 7-2; 50 points**

The purposes of the contacts are to provide professional advice to managers and other staff; to exchange information; to provide instruction and services; to coordinate and advise on mutual work efforts and research; to insure compliance with laws and regulations; to train; to procure supplies and materials; and to secure cooperation for park programs from other agencies, individuals or interest groups.

**Factor 8. Physical Demands Level 8-2; 20 points**

The position may require strenuous physical activity including periods of standing, walking, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings. Documentary research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of time.

**Factor 9. Work Environment Level 9-2; 20 points**

Work is performed both indoors and outdoors in all types of weather. Assignments may be performed in potentially hazardous areas including steep slopes, rocky terrain, volcanoes, caves, firelines, arctic environments, swamps, deserts, and forests. Flying in fixed-wing aircraft and helicopters is possible.

**Total Points 2500**

*Resources Careers*