

# Employment With The Federal Government

USDA - NRCS

Human Resources Office

200 Fourth Street SW

Huron, South Dakota 57350

Phone: 605-352-1200

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Visit us on the Web at: <http://www.sd.nrcs.usda.gov/HumanResources.html>

# Rules

## **Federal Law**

Title 5 of the United States Code



## **Federal Regulation**

5 CFR - Code of Federal Regulations



## **Agency Regulation**



## **Local Procedure**

# Hiring Process



# Where the Jobs Are

## **USAJOBS**

<http://jobsearch.usajobs.opm.gov>

## **South Dakota NRCS Human Resources**

<http://www.sd.nrcs.usda.gov/HumanResources.html>

# Job Search

**USAJOBS**

[http://www.usajobs.gov/JobSearch  
/Search/AdvancedSearch](http://www.usajobs.gov/JobSearch/Search/AdvancedSearch)

**USAJOBS**  
"WORKING FOR AMERICA"

What:  Where:

[Advanced Search >](#)

**Search Jobs**

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



Search Jobs Where: [input field] [button]

Advanced Search >

Accessible Version



- BROWSE ADVICE ON:**
  - General
- USING USAJOBS**
  - New to Federal Service
- FEDERAL EMPLOYMENT**
  - Current or Returning Federal Employees
- APPLYING FOR A FEDERAL JOB**
- SPECIAL INFO FOR:**
  - INDIVIDUALS WITH DISABILITIES
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  - SENIOR EXECUTIVES



[Back to the Resource Center](#)

### Resume And Application Tips



What: [input] Where: [input] Advanced Search >

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This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

## Advanced Search

### Keyword Search ?

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

### Title Search ?

### Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

### Salary Range ?

From  To

### Pay Grade (GS) ?

-- SELECT -- To -- SELECT --

**Search Jobs** ▶

**Reset Form** ▶

### Location Search ?

Show locations for this region:

Choose State

- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virgin Islands
- Virginia

Then Locale(s)

- All South Dakota
- Aberdeen
- Armour
- Belle Fourche
- Black Hills Area
- Brookings
- Columbia

Add >>

<< Remove

Click buttons to add/remove

- SD
- All South Dakota

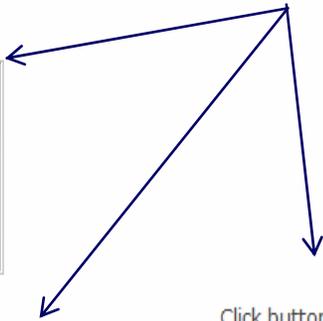
### Agency Search ?

Choose Agency

- Department Of Agriculture
- Department Of Commerce
- Department Of Defense
- Department of Defense - Dept. of the Air Force
- Department of Defense - Dept. of the Army
- Department of Defense - Dept. of the Navy
- Department Of Education

Then sub agency

- Food Safety and Inspection Service
- Foreign Agricultural Service
- Forest Service
- Grain Inspection, Packers and Stockyards Administratio
- National Agricultural Statistics Service
- National Institute of Food and Agriculture
- Natural Resources Conservation Service



Click buttons to add/remove

- Natural Resources Conserv.....

Add >>

<< Remove

### Occupational Series ?

- Small Craft Operating (5786)
- Social Insurance Administration (0205)
- Social Science (0101)
- Social Science Aid And Technician (0102)
- Social Services Aid And Assistant (0186)
- Social Work (0185)
- Soil Conservation (0457)
- Soil Conservation Technician (0458)
- Soil Science (0470)
- Speech Pathology And Audiology (0665)

### Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#):
  - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
  - In an [excepted service](#) position covered by an [interchange agreement](#), or
  - Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

### Occupational Series ?

- Small Arms Repairing (0010)
- Small Craft Operating (5786)
- Social Insurance Administration (0105)
- Social Science (0101)
- Social Science Aid And Technician (0102)
- Social Services Aid And Assistant (0186)
- Social Work (0185)
- Soil Conservation (0457)
- Soil Conservation Technician (0458)
- Soil Science (0470)
- Speech Pathology And Audiology (0665)
- Sports Specialist (0030)
- Stationary-Engine Operating (5419)

### Applicant Eligibility ?

**Are you:**

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#) ?
- In the [competitive service](#) ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an [excepted service](#) ? position covered by an [interchange agreement](#) , or
- Eligible for [reinstatement](#)? ?

A Veteran eligible for [veterans' preference](#) ? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?

- A person with non-competitive appointment eligibility?

Yes  No

### Show only Senior Executive Service postings? ?

Yes  No

### Exclude postings for jobs open longer than 30 days? ?

Yes  No

### Sort Results By

Key Word Relevance  Date

### Type of Work ?

- Permanent
- Temporary
- Term
- Detail
- ICTAP Only
- Student

### Work Schedule ?

- Full-Time
- Part-Time
- Shift Work
- Intermittent
- Job Sharing
- Multiple Schedules

### Show Jobs Posted:

- All Jobs
- Yesterday
- In the last 3 days**
- In the last 5 days
- In the last 7 days
- In the last 10 days
- In the last 30 days
- In the last 60 days
- All Jobs

**Search Jobs**

**Reset Form**

"WORKING FOR AMERICA"

Refine Your Search

soil conservationist

SD;

Advanced Search >

Radius: 20 miles

Sort By: --SELECT--

Refine Your Results

- Jobs for U.S. Citizens
- Jobs for Federal Employees ?

You Added ... ?

- soil conservationist Remove
  - South Dakota Remove
  - Natural Resources Conserv.... Remove
  - Excluded Older than 30 days. Remove
  - Full-Time Remove
  - Permanent Remove
- [Clear all and start new search](#) X

- Salary
- Grade
- Posting Date
- Exclude These

Save this search and email me jobs

RSS Feed of This Search ?

Search Results 1-3 of 3 Page: [1] Page 1 of 1

SOIL CONSERVATIONIST (DEU)

position serves as a soil conservationist on one of the Southinformation to the district conservationist on the nature andKnowledge of fundamental soil, water, and resourceYou have been in a soil conservationist position at the GS-07

**Agency:** Natural Resources Conservation Service  
**Location:** HAYTI, SD  
**Salary:** \$47,448.00 to \$61,678.00 / Per Year  
**Open Period:** Monday, September 26, 2011 to Monday, October 17, 2011

SOIL CONSERVATIONIST (MERIT PROMOTION)

position serves as a soil conservationist on one of the Southinformation to the district conservationist on the nature andKnowledge of fundamental soil, water, and resourceYou have been in a soil conservationist position at the GS-07

**Agency:** Natural Resources Conservation Service  
**Location:** HAYTI, SD  
**Salary:** \$47,448.00 to \$61,678.00 / Per Year

Spotlight



HIRING REFORM

**Hiring Reform**  
*The Presidential Memorandum launches the Obama Administration's flagship personnel policy reform initiative. It builds on a nearly year-long collaboration between OPM and Agencies aimed at streamlining the hiring process and recruiting top talent.*  
[read more...](#)

VIEW ALL SPOTLIGHTS



Search Jobs

Where:

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[Back to Results](#)

[Dock](#)

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply



United States Department of Agriculture  
Natural Resources Conservation Service

Job Title: SOIL CONSERVATIONIST (MERIT PROMOTION)

Department: Department Of Agriculture

Agency: Natural Resources Conservation Service

Job Announcement Number: SD-540373-SK

**SALARY RANGE:**

\$47,448.00 to \$61,678.00 / Per Year

**OPEN PERIOD:**

Monday, September 26, 2011 to Monday, October 17, 2011

**SERIES & GRADE:**

GS-0457-09

**POSITION INFORMATION:**

Full Time - Career/Career Conditional

**PROMOTION POTENTIAL:**

09

**DUTY LOCATIONS:**

1 vacancy(s) - HAYTI, SD [View Map](#)

**WHO MAY BE CONSIDERED:**

Status and those with special hiring eligibility

**JOB SUMMARY:**

The Natural Resources Conservation Service provides leadership in a partnership effort to help conserve, maintain, and improve our natural resources and environment. [South Dakota NRCS](#)

South Dakota is an excellent place to live, hunt, fish and work. For more information

Go to section of this Job:

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**Agency Information:**

USDA NRCS CENTRAL  
Federal Building - Room 203  
200 fourth Street SW  
Huron, SD  
57350  
USA  
Fax: (605)352-1270

**Questions about this job:**

Shari Kieffer  
Phone: (605)352-1224  
Fax: (605)352-1270  
Email:  
SHARI.KIEFFER@SD.USDA.GOV

# Promotion Potential

- Identifies the highest grade to which you could be promoted without further competition
- For jobs with promotion potential, promotions may occur after you have:
  - worked at the lower grade level for at least one year;
  - performed at an acceptable level;
  - demonstrated your ability to perform work at the next higher grade level
- For example, a position advertised at the **GS-7** level with promotion potential to the **GS-9** level means that you would be *eligible* for promotion to the **GS-9** level at the end of your first year of employment or 52 weeks
- If a job has promotion potential, it will be noted in the job opportunity announcement— some promotion potentials are one-graded or a GS 5/6/7 with full performance at the GS-7

# Pay Grades

Salary Table 2011-RUS - Windows Internet Explorer

File Edit View Favorites Tools Help

http://www.opm.gov/oca/11tables/html/RUS.asp

Live Search

Salary Table 2011-... U.S. Department of Agri...

FOR THE LOCALITY PAY AREA OF REST OF U.S.

(See <http://www.opm.gov/oca/11tables/locdef.asp> for definitions of locality pay areas.)

RATES FROZEN AT 2010 LEVELS

EFFECTIVE JANUARY 2011

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20324	21003	21679	22351	23027	23424	24092	24766	24792	25422
2	22851	23395	24151	24792	25071	25808	26546	27283	28021	28758
3	24933	25764	26595	27426	28257	29088	29919	30750	31581	32412
4	27990	28922	29855	30788	31720	32653	33586	34519	35451	36384
5	31315	32359	33402	34445	35489	36532	37576	38619	39663	40706
6	34907	36070	37233	38397	39560	40723	41886	43050	44213	45376
7	38790	40084	41377	42671	43964	45258	46551	47844	49138	50431
8	42960	44391	45823	47254	48686	50117	51549	52981	54412	55844
9	47448	49029	50611	52192	53773	55354	56935	58516	60097	61678
10	52252	53994	55736	57478	59221	60963	62705	64447	66189	67931
11	57408	59321	61234	63148	65061	66974	68888	70801	72714	74628
12	68809	71102	73396	75689	77983	80276	82570	84863	87157	89450
13	81823	84550	87278	90005	92732	95459	98187	100914	103641	106369
14	96690	99913	103136	106358	109581	112804	116027	119249	122472	125695
15	113735	117527	121318	125109	128900	132692	136483	140274	144065	147857

- [Salaries and Wages](#)
- [Compensation Administration Home Page](#)

Done

Trusted sites

100%

Start 5 Micros... Office Co... ad287-2\_... I:\Present... 2 Intern... Microsoft ...

9:43 AM

# Positive Education Requirements

- “Positive Education Requirement” (PER) refers to an Office of Personnel Management (OPM) determination that **the duties of a scientific, technical, or professional position cannot be performed by an individual who does not have the prescribed minimum education**
- OPM publishes an Operating Manual for the Qualification Standards for General Schedule (GS) Positions, and its index identifies all GS positions with a positive/minimum education requirement
- Positive Education Requirements are set for an entry level position, generally GS-5, in a specific occupational series

# Applying for Federal Positions

**ONLINE OR FAX**  
**Complete Application Package**

*Specific procedures contained in job opportunity announcement*

# Application Package

**Resume**

**Copies of Transcript(s)**

**Online Questionnaire\***

**Proof of Military Service (DD-214)\***

**Proof of Federal Employment (SF-50)\***

**Performance Summary Rating (AD435A  
and AD435)** not more than 15 months old showing fully successful

**Copies of Licenses and/or Certifications\***

***Specific requirements contained in job opportunity announcement***

# Resumes for Federal Positions

- The job information specific to the job you are applying for (i.e., Vacancy Announcement Number: SD-540373-SK position title: SOIL CONSERVATIONIST, GS-457-07/09 (Series and grades))
- Your personal information (i.e., Full name, mailing address (*with ZIP Code*), day and evening telephone numbers (*with area code*), Social Security Number, Country of Citizenship (*Most Federal jobs require United States citizenship*), and Veterans preference)
- Your education (i.e., High school name, city and state, date of diploma or GED; Colleges or universities name, city and state, majors, type and year of any degrees received - *if no degree, show total credit hours earned and indicate whether semester or quarter hours*)
- Your work experience for your paid and nonpaid work experience related to the job you are applying for (i.e., Job title (*Include series and grade if Federal job. If this information is not included, the experience cannot be credited.*); Duties and accomplishments (*if the position had multiple duties include percentage of time spent on each duty*); Employer's name and address; Supervisor's name and telephone number (*indicate if we may contact your current supervisor*); **Starting and ending dates** (*m/d/y*); total number of hours worked per week)
- Other qualifications (i.e., job-related training courses (*title and year*); job-related skills such as language, computer software/hardware, tools, machinery, typing speed; job-related certificates and licenses (*current only*); job-related honors, awards, and special accomplishments (*give dates but do not send documents unless requested*)).

# Resumes for Federal Positions

**#1 We weigh them!**

**#2 Start Your Resume Now!**



# USAJOBS<sup>®</sup>

"WORKING FOR AMERICA"

Sign in to my account or [create a new account...](#)

[Forgot your Username and/or Password?](#)

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

**I agree. Sign me in.**

# USAJOBS®

"WORKING FOR AMERICA"

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- FEDERAL EMPLOYMENT
- APPLYING FOR A FEDERAL JOB ▶**
- SPECIAL INFO FOR:**
- INDIVIDUALS WITH DISABILITIES
- VETERANS
- STUDENTS AND RECENT GRADUATES
- SENIOR EXECUTIVES

Hiring Reform

- ▶ [Tips on Applying](#)
- ▶ [Resume and Application Tips](#)
- ▶ [Interviewing Tips](#)
- ▶ [Ten Tips for Letting Federal Employers Know Your Worth](#)
- ▶ [Targeted Occupations](#)
- ▶ [Supplemental Forms](#)



◀ PREVIOUS NEXT ▶

### Spotlight



### Frequently Asked Questions

[Find and view answers](#) to our most frequently asked questions, or search for answers by a particular topic or keyword(s).

# Knowledges, Skills, Abilities

- Job-related attributes against which a Federal agency will further assess your application provided you meet the minimum qualifications for the position
- The job opportunity announcement lists the KSAs that are required for the position
- Complete the on-line questionnaire which asks specific questions related to the KSA's
- Resume— make sure your resume supports your responses to the on-line questionnaire. HR Specialists verify this.
- Your resume is your opportunity to tell the agency about your education, training, and/or experience- **USE ACTION WORDS**
- Avoid generalities and be sure to include specific examples of work experiences

- Incomplete applications will not be considered.
- Must meet the positive education requirements for qualification.

**DUTIES:**

[Back to top](#)

MAJOR DUTIES:

- \* Provides information and assistance to the district conservationist in analyzing workloads, developing plans of operation, and establishing goals in line with needs, available manpower, and other resources.
- \* Completes routine progress and time keeping reports, keeping the district conservationist informed.
- \* Works with the district conservationist in providing guidance to the conservation district board in developing and carrying out the district's program and coordinating the district's program and work plan with the field office program.
- \* Provides technical assistance and guidance to individuals, small groups, and units of government in the development and implementation of conservation and resource plans.
- \* Applies a follow-up and maintenance program on lands of district cooperators so that conservation and resource plans reflect current needs and objectives, determines progress, and provides assistance in implementing the plans. Makes new material available, and keeps cooperators informed of new opportunities for improved land use and treatment.
- \* Applies or supervises the application of conservation practices on farms. As required, determines need and feasibility, supervises and checks construction, and certifies completion of practices to supervisor.
- \* Utilizes available computer software programs, as needed. Enters conservation planning data and applied practices into the field office computer system..
- \* Provides information to the district conservationist on the nature and extent of resource conservation work needed on all the lands in the county for use in working with the National Resources Inventory (NRI).
- \* Performs other duties as assigned.

You will be rated based on the following factors:

- Knowledge of fundamental soil, water, and resource conservation theories, concepts and principles.
- Ability to collect, analyze and interpret natural resources data in order to perform as a Soil Conservation.
- Ability to develop and implement conservation plans for various program objectives and initiatives.
- Ability to plan, survey, design, and supervise the application of the following conservation measures
- Skill in communication in order to relay information to internal and external customers
- Miscellaneous public relations and team building skills



[Dock](#)

Go to section of this Job:

- [Apply Online](#)
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**Agency Information:**

USDA NRCS CENTRAL  
 Federal Building - Room 203  
 200 fourth Street SW  
 Huron, SD  
 57350  
 USA  
 Fax: (605)352-1270

**Questions about this job:**

Shari Kieffer  
 Phone: (605)352-1224  
 Fax: (605)352-1270  
 Email:  
 SHARI.KIEFFER@SD.USDA.GOV

**Job Announcement Number:**

SD-540373-SK

**Control Number:**

2405895

# Sample Occupational Questions

Select the letter that corresponds to the highest level of education and/or experience you fully possess.

A. I have a 4-year degree or higher in soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering. The study included at least 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science. Of the 12 semester hours, a minimum of 3 semester hours have been in soils and 3 semester hours in crops or plant science.

B. I have a combination of education and experience-with the equivalent of a major field of study for a 4-year degree, with at least 30 semester hours were in soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering. My coursework included at least 12 semester hours in a combination of soils and crops or plant science, plus appropriate experience or additional education. Of the 12 semester hours, I have a minimum of 3 semester hours in soils and 3 semester hours in crops or plant science. Appropriate experience would have demonstrated the application and techniques, principles, methods of soil conservation.

C. My education and/or experience is less than what is reflected in any of the above statements.

# Sample Occupational Questions

For the following questions: Carefully, review the level descriptions listed below. For each statement, select the ONE response description that is most applicable to your education or experience as supported by your narrative application.

## RESPONSES:

A- I have neither education nor professional experience in this.

B- I have undergraduate level course work or other training that included this as a part of a broader course.

C- I have undergraduate level course work or a basic training course that was entirely devoted to this or I have professional level experience in this, working under close supervision.

D- I have taken a graduate level course or an advanced training course entirely devoted to this or I have significant professional level experience in this, working independently, and normally without the review of a supervisor or senior employee.

E- I have recognized professional expertise in this area, am often consulted by others for assistance, and am responsible for training other employees in this area.

**EXAMPLE:** Agronomy

# Sample Occupational Questions

For the remaining questions: PLEASE NOTE that this scale differs from the one used previously. Review the level descriptions listed below. For each statement, select the ONE response description that is most applicable to your education or experience as supported by your narrative application.

## RESPONSES:

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing this task, but have not yet performed it on the job
- C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E- I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

**EXAMPLE: Present and/or defend technical information in front of a group.**

# Before Your Appointment

- **Verify U.S. Citizenship**
- **Background Investigation/Fingerprints**
- **Official Transcripts**
- **Selective Service Registration (Males)**
- **Mobility Agreement\***
- **Job-related Licenses or Certificates\***

# More Information

USDA - NRCS

Human Resources Office

200 Fourth Street SW

Huron, South Dakota 57350

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