Employment With The Federal Government

USDA - NRCS
Human Resources Office
200 Fourth Street SW
Huron, South Dakota 57350
Phone: 605-352-1200
Fax: 605-352-1270
E-mail: sdhumanresources@sd.usda.gov
Visit us on the Web at: http://www.sd.nrcs.usda.gov/HumanResources.html
Federal Law
Title 5 of the United States Code

Federal Regulation
5 CFR - Code of Federal Regulations

Agency Regulation

Local Procedure
Hiring Process

1. Job Description
2. Qualification Standards
3. Job Opportunity Announcement
4. Acceptance of Applications
5. Qualification Analysis
6. Refer Best/Well Qualified Candidates
7. Selection
8. Appointment
Where the Jobs Are

USAJOBS
http://jobsearch.usajobs.opm.gov

South Dakota NRCS Human Resources
http://www.sd.nrcs.usda.gov/HumanResources.html
USAJOBS
http://www.usajobs.gov/JobSearch/Search/AdvancedSearch
SOIL CONSERVATIONIST (DEU)

position serves as a soil conservationist on one of the South Dakota.
You 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)

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Location: HAYTI, SD
Salary: $47,448.00 to $61,678.00 / Per Year
Job Title: SOIL CONSERVATIONIST (MERIT PROMOTION)
Department: Department Of Agriculture
Agency: Natural Resources Conservation Service
Job Announcement Number: SD-540373-SK

SAKLY 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

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

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

For the locality pay area of rest of U.S.

(See [http://www.opm.gov/oca/1tables/slocdef.asp](http://www.opm.gov/oca/1tables/slocdef.asp) for definitions of locality pay areas.)

Rates Frozen at 2010 Levels

Effective January 2011

Annual Rates by Grade and Step

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* Salaries and Wages
* Compensation Administration Home Page
“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!
Sign in to my account or create a new account...

Username or Email:

Password:
Forget 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.

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I agree. Sign me in.
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:

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 timekeeping 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 with work plans by 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 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 sure 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 supervision.
- Utilizes available computer software programs, as needed. Enters conservation planning data and applies 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 Conservationist.
- 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.
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.
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
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

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