

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NS0048

2. Reason for Submission: Redescription Reestablishment New Other
 3. Service: Hdqtrs Field
 4. Employing Office Location
 5. Duty Station
 6. OPM Certification No.

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 2--Noncritical Sensitive 3--Critical 4--Special Sensitive
 13. Competitive Level Code
 14. Agency Use

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	Geographic Information System Specialist	GS	301	11	<i>K</i> TWR	9/30/02
d. First Level Review	OC: AA					
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
 17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: Department of the Interior
 a. First Subdivision: Bureau of Land Management
 b. Second Subdivision: State Office
 c. Third Subdivision
 d. Fourth Subdivision
 e. Fifth Subdivision

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

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 _____

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: Handbook of Occupational Groups and Families Series Definitions. Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.

Typed Name and Title of Official Taking Action: Todd W. Ryan
 HR Specialist (Classification)
 Signature _____ Date 9/30/02
 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.

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

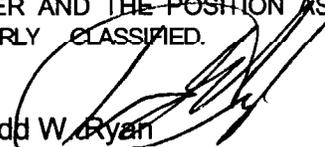
24. Remarks
 FPL: GS-11 BUS: _____

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

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. NS0048 Geographic Information System Specialist	SCHEDULE GS	SERIES 301	GRADE 09
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.</p> <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>TITLE _____</p>	<p>5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p style="text-align: center;"> Todd W. Ryan</p> <p style="text-align: right;">9/30/02</p> <p>_____ (Official Exercising Classification Authority)</p> <p>TITLE HR Specialist (Classification)</p> <p>_____ (Date)</p>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an advanced developmental position. The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Geographic Information Specialist, GS-301-11.

The work to be accomplished is essentially the same as the target position and the incumbent will perform the day-to-day assignments with considerable independence in planning/carrying out the work. However at this level, additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description.

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor	Date
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I. INTRODUCTION

The incumbent serves as the principle technical advisor on Geographic Information Systems to the office manager and resources staff. This position is responsible for the acquisition and management of the wide range of spatial information required to support the management of public lands. The incumbent must have a thorough and effective mix of technical skills in the geographic and computer science disciplines as well as a working appreciation of the Bureau mission and operational procedures sufficient to support Bureau of Land Management (BLM) business activities.

This position is typically located at field/district office level.

II. MAJOR DUTIES

The incumbent performs the following duties:

1. Geospatial Analysis

- Identifies requirements and implements advanced analytical techniques necessary to solve complex GIS issues.
- Develops and modifies GIS software applications and interfaces.

2. Geospatial Information Management

- Is the lead for activities involving spatial data for their individual office.
- Provides technical user support for all aspects of geo-spatial data and software.
- Develops and implements quality control and assurance guidelines for geo spatial data projects.
- Assists in the development of statewide standards and applications.
- Works actively to bring consistency to all geo spatial data.
- Works with other Federal, State and local agencies to coordinate data capture and analysis projects
- Represents the office to facilitate the sharing and distribution of spatial information with other Federal, state and local entities.

3. Geospatial Program Management/Coordination

- Works with a diverse group of resources specialists, planners and managers to coordinate and implements GIS activities, to include development of project objectives, evaluation of adequacy of existing data sources, creation/modification of GIS coverage's and databases, analysis, preparation of final output products, and data storage.
- Coordinates locally with managers, resources specialist/technicians and IT staff to identify GIS hardware and processing needs and develop plans for required upgrades.
- Promotes and implements an integrated training program to teach basic skills in the use of GIS software, data acquisition, retrieval and analysis, to meet local needs.
- Serves as a contracting officer representative (COR).

4. Geospatial Policy and Planning

- Assists in the integration of Enterprise GIS with the long and short term planning and management activities.

III. FES FACTORS

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7, 1250 points

- Ability to apply Geographic Information Systems and related technology in support of natural resources management.
- Knowledge of the techniques used in the analysis of multiple resources, combined with knowledge of the magnitude and complexity of GIS databases. This includes comprehensive program planning and implementation techniques, data encoding and standards. Ability to coordinate a variety of simultaneous projects.
- Knowledge of the general land use planning process and land management programs.
- Knowledge of geographic/cartographic sciences, interdisciplinary resource management, and data base management.
- Knowledge of appropriate database design principles to identify interrelationships among data.
- Knowledge of the interrelationships of various natural and cultural resources; for example, range, wildlife, soil, water, minerals and others.
- Knowledge of the concepts involved in predictive modeling to generate computer models of resource distribution and behavior.

- Knowledge of BLM standard GIS software/hardware.
- Ability to communicate clearly about the application of GIS with planners, resource specialists, managers, and peer professionals in Federal, State and local agencies.
- Ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner.
- Knowledge of the Contract Officer Representative responsibilities.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-4, 450 points

Reports to a first line supervisor who provides work assignments in terms of broad objectives and scope; the incumbent is expected to function with a large degree of independence in the coordination, scheduling, reporting and completion of assigned duties/tasks. Completed work is reviewed for effectiveness in meeting requirements or expected results. Special assignments are reviewed only to ascertain conclusions and recommendations.

FACTOR 3, GUIDELINES

Level 3-3, 275 points

Guidelines are Bureau manuals, written instructions, State guidance and work plan directives, implementation and work plan directives setting forth policies, regulations and procedures for management. These guidelines, however, are often very general in nature, and incomplete. There are many instances when the incumbent is required to use good judgment in interpreting and adapting existing guidelines to specific case or problems.

FACTOR 4, COMPLEXITY

Level 4-4, 225 points

The work assignments involve performance of and active involvement with a wide range of technical functions related to the use of spatial data. Broad and sometimes vague requirements will be received from many varied resource specialists and managers. The work involves providing guidance and assistance in organizing, analyzing, locating and evaluating a wide variety of information while coordinating with various organizational levels. The work also requires coordinating with other Federal, State, and local land managing agencies for effective direction of spatial data base compilation. In completing an assignment, the incumbent is frequently involved in several stages of the automation process from analysis of subject matter and problems, to system designs. Precise definition of user requirements and coordination with affected resources is often difficult and requires creativity in resolving problems. In some instances, these activities have no established procedures; thus the incumbent must use innovation and originality in carrying out the duties of the position.

FACTOR 5, SCOPE AND EFFECT

Level 5-3, 150 points

The purpose of the work is to plan and carry out projects that involve identifying analyzing and making recommendations to resolve conventional problems and situations. The completed work influences decisions by managers concerning the activities studied. The BLM GIS database

compiled and coordinated by the incumbent will be used to assist BLM managers in their functional responsibilities.

FACTOR 6, PERSONAL CONTACTS

Level 6-3, 60 points

Personal contacts are with individuals, or groups from within and outside the BLM in a moderately unstructured setting. These contacts are with National level, state office, and field personnel, users, computer personnel, vendor representatives, contractors and/or other Federal state and local agencies/government.

FACTOR 7, PURPOSE OF CONTACTS

Level 7-2, 50 points

Contacts are made to exchange professional and technical information, resolve problems, establish procedures, conduct briefings, coordinate actions, perform evaluations, provide guidance, and to explain programs, policies and procedures.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1, 5 points

The work is primarily sedentary, requiring long periods of sitting in one position, intense concentration, and working for several hours at a time. Stress may be experienced on a regular basis in attempting to respond to conflicting objectives and in working against tight deadlines with limited resources.

FACTOR 9, WORK ENVIRONMENT

Level 9-1, 5 points

The work is primarily in an office/computer room environment. Occasional fieldwork may be required. Fieldwork is in support of resource mapping projects and involves extended days of travel. Poor weather conditions may prolong fieldwork beyond planning dates. Incumbent must be comfortable with less than ideal conditions in remote settings in the accomplishment of mapping projects.

EVALUATION STATEMENT

Recommended Classification: Geographic Information Specialist, GS-0301-11
Organizational Location: Bureau of Land Management
References: Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

Background: This position description was developed by the Enterprise Geographic Information System Human Capital Group (GISHCG). The GISHCG was established as a subcommittee to the Enterprise GIS Implementation initiative in order to create a staffing/classification package for managers and Human Resources staff. The package consists of standard position descriptions at the GS-9 (NS0047), GS-11, and GS-12 (NS0049) level.

Although it may be found at any organizational level, GS-11 level GIS positions are typically located at field/district office level. The classification factors differentiating this position from the GS-09 level are:

Factor		GS-11	GS-09
1	Knowledge Required by the Position	1-7	1-6
2	Supervisory Controls	2-4	2-3
4	Complexity	4-4	4-3
6	Personal Contacts	6-3	6-2
7	Purpose of Contracts	7-3	7-2

Determination of Series and Title:

To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject matter knowledge required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position’s existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. Care must be taken to apply the **“paramount knowledge requirement test”** as consistently and fairly as possible.

The paramount knowledge requirement in this position is of geographic information systems (GIS) including current applications, trends, data management procedures, and software/hardware uses in order to support natural resources management programs. The Miscellaneous Administration and Program series, GS-301, covers two-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

- that the primary work of the position is of an administrative, two-grade interval nature; and
- that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Administration and Program Series, GS-301, involve *specialized* work for which no appropriate occupational series has been established. It has been

demonstrated that knowledge of such fields as geography, natural resources, physical science, or cartography obtained through completion of a full 4-year course of study leading to a bachelor's or higher degree or an appropriate combination of education and experience is suitable for successful performance of GIS work. However, placement in a series appropriate for the areas of studies listed above (i.e., 150, 401, 1301, 1370) would not be reflective of all the knowledges required to perform GIS work, including the knowledge required to support the various and diverse amount of Bureau programs. It has also been demonstrated that knowledge related to information systems is beneficial. However, this knowledge is more characteristic to that applied by an information technology user rather than a specialist and does not meet the intent for placement in the Information Technology series. Therefore, these knowledges do not meet the “paramount knowledge requirement test.”

In consideration of the paramount knowledge required, the specialized nature of the work, the mix of knowledges required (that can be obtained through varied backgrounds), providing a consistent and inclusive series for recruitment purposes, and providing a consistent career ladder progression, it is determined that this position meets the criteria for placement into the GS-301 series.

No titles are specified for positions in this series. Geographic Information Specialist has been requested. The appropriate title and series for this position is Geographic Information Specialist, GS-0301-XX.

Determination of Grade:

Individual worker positions classified in the GS-301 series are to be evaluated by reference to an appropriate multi-series guide or, if none is applicable, a standard for a specific occupational series that involves analogous knowledges and skills. The Administrative Analysis Grade Evaluation Guide (AAGEG), TS-98, August 1990, provides grade level criteria for nonsupervisory staff administrative analytical, planning, and evaluative work, at grade GS-9 and above. Work covered by the guide is administrative in nature and does not require specialized subject matter knowledge and skills. While such work does not require specialized educational preparation, it does require a high degree of qualitative and/or quantitative analytical skills, the ability to research problems and issues, written and oral communication skills, and the application of mature judgment in problem solving.

This AAGEG is written in the Factor Evaluation System (FES) format. Under that system, positions are evaluated on a factor-by-factor basis using the factor level descriptions (FLDs) provided in the standard. Each factor in the position description is evaluated against the appropriate FLDs and/or illustrations in the standard. The work of the position must fully match the FLD.

Summary of Points Assigned

Evaluation Factors		Points Assigned	(Level)
1	Knowledge Required by the Position	1250	7
2	Supervisory Controls	450	4

3	Guidelines	275	3
4	Complexity	225	4
5	Scope and Effect	150	3
6&7	Personal Contacts & Purpose of Contacts	110	3b
8	Physical Demands	5	1
9	Work Environment	5	1
	Total Points	2470	
	Grade Conversion (Range: 2355-2750)	GS-11	

Conclusion: This position is properly classified as Geographic Information Specialist, GS-0301-11.



Todd W. Ryan
 HR Specialist (Classification)