

**Natural Resource Specialist - Resources  
GS-0401-9**

**INTRODUCTION**

This position is located in a BLM Field Office.

The incumbent works under the direct supervision of the Assistant Field Manager - Resources. Incumbent has the primary responsibility for performing support functions to the Resources Staff in Grazing Administration, NEPA, Monitoring, Water Quality, Recreation, Wildlife, and Forestry.

Programs and approximate percentage of workload required by this position are as follows:

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|----|---|
| A. | Range Administration/NEPA<br>30%            |
| B. | Range/Wildlife Monitoring<br>30%            |
| C. | Recreation/Forestry<br>10%                  |
| D. | Soil, Water, Air<br>10%                     |
| E. | Project Planning & Development<br>10%       |
| F. | Customer Service/Environmental<br>Educ. 10% |

Since the duties of this position involve several different programs, the incumbent must exhibit superior coordination skills. The incumbent must maintain effective communication channels with Rangeland Management Specialists, Wildlife Biologists, Outdoor Recreation Planners, and Foresters. The Incumbent will also be the initial point-of-contact for most grazing permittees, and on occasion other resource managing agencies, appropriate special interest groups, and individuals involved in specific resource programs on public land within the resource area. The incumbent must exhibit professional resource skills in the range/wildlife sciences, with a focus on riparian and upland inventory and monitoring; wildlife habitats, soil, water, and air, recreation resources, and/or interdisciplinary coordination.

**MAJOR DUTIES**

A. Range Administration/NEPA

Incumbent will work with the Range Staff to coordinate, track, and implement the grazing administration in the Field Office, including effective permit renewal processing, transfers, issuance of grazing authorizations, and as data steward of the Grazing Automated Billing System (GABS) and the Rangeland Improvement Project System (RIPS). Incumbent will be the clearinghouse for NEPA documents and correspondence

related to the range program, and will ensure quality and consistency between the several programs for NEPA compliance.

Incumbent is the primary contact for Customer Service for Range Administration related activities and will conduct permittee consultation and coordination. Incumbent will discuss and negotiate Terms and Conditions of lower priority and less complex grazing permits with permittees and interested public.

#### Range and Wildlife Monitoring/Compliance

Incumbent will work in coordination with the Range and Wildlife Staff to ensure timely and adequate monitoring studies of resource impacts due to grazing on high priority allotments. Incumbent will perform monitoring on lower priority allotments in preparation for implementation of Rangeland Health Standards and Guidelines. Incumbent will work with interdisciplinary teams to implement inventory and monitoring studies for upland and riparian habitats. Monitoring studies may include but are not limited to: Proper Functioning Condition, trend, utilization, green lines, stubble heights, use pattern mapping, habitat mapping, use supervision, water quality, and compliance. The incumbent also assists with botanical and wildlife inventories and monitoring of sensitive species and T&E species habitats.

#### Recreation/Forestry

Incumbent provides support to the Outdoor Recreation Planner and Forester for such activities as permit administration, database management, permit compliance inspections, trail maintenance and monitoring, mapping and inventories.

#### Soil/Water/Air

Incumbent assist resource specialists with water quality monitoring and analysis, technical input into interdisciplinary Analysis, Interpretation and Evaluation processes, soil erosion monitoring of highly sensitive areas such as off-road use areas, and maintenance of database records.

#### Project Planning and Development

Assists in the planning, layout, and implementation of high priority resource projects including range, wildlife, riparian, recreation, and fuels management activities. Assist in performing clearances and surveys required for assigned projects. At the GS5/7 level, incumbent will provide appropriate input to NEPA analysis. At the GS9 level the incumbent will develop and write NEPA documents as a lead for assigned projects/permits. Incumbent maintains the RIPS database and project files in accordance with established procedures. Incumbent will be the coordinator for ensuring timely and accurate interface for the Rangeland Improvement System when on-line by utilizing current data back-ups and accurate entries into the system..

## Customer Service/Environmental Education

Provides primary liaison for the grazing permittees in the day-to-day administration of their grazing permits; participates in tours, responds to public inquiries, and assists in developing media releases when necessary. Participates in Environmental Education activities in coordination with the ORP.

## **FACTORS**

### Factor 1 - Knowledge Required by the Position

- Position requires detailed and professional resource knowledge in the fields of water quality, wildlife and riparian management, sensitive species, and rangeland vegetation and management. State of the art skills are required for resource inventories, documentation, and analysis. Work must be accurate from a technical standpoint, in conformance with procedural requirements, and must be coordinated for interdisciplinary review for inclusion in resource activity plans. This requirement also includes the capability to participate effectively in the development of monitoring programs to assess the effects of management decisions on soil erosion, water quality, riparian/fisheries/wildlife habitat.
- Must exhibit effective communication skills in oral and written form.
- Working knowledge of laws, regulations, and BLM policy regarding program management for water, sensitive species, fisheries/riparian, and range programs.
- Working knowledge of the BLM resource planning and implementation of program specific projects and priorities.
- Ability for using computers to input and analyze large amounts of complex data. Must also exhibit skills in becoming familiar with appropriate computer software packages to utilize a variety of data sources and maintain or update ongoing databases.

### Factor 2 - Supervisory Controls

- Incumbent works under the direct supervision of the Assistant Field Manager. Resource program assignments are dictated by the Annual Work Plan and specific assignments are subsequently identified on a priority basis in the employee's performance improvement and position review on an annual basis. Unplanned priority work is identified and assigned/evaluated on a case by case basis. Schedules, work load adjustments, and other project details are agreed upon at the time the assignment is made.
- After project assignments are made, the incumbent has the responsibility of:
  1. Developing workload assessments.
  2. Identifying coordination needs.

3. Identifying and arranging program support needs.
  4. Developing critical path needs for project scheduling to insure completion within established deadlines.
- The incumbent develops, implements, and evaluates progress of the above factors with minimal supervision.
  - The AFM normally reviews project work at the draft manuscript stage and evaluates for needed revisions in terms of content, format, technical/procedural adequacy and completed staff work.

### Factor 3 - Guidelines

- Guidelines to be followed for the successful administration of duties assigned to this position include:
  1. Federal laws, regulations, and policies for administration of assigned resources on public lands.
  2. Bureau manuals and other guidance documents for administration of water, fisheries/riparian, and sensitive species programs.
  3. Other State and Federal guidance applicable to assigned duties including state water quality standards, Federal Water Quality Act.
  4. Professional journals and other literature applicable to the management of resources on public lands.
- The incumbent must be capable of reviewing, analyzing, and selecting appropriate guidance on a case by case basis. Since there are numerous guidelines at all levels of Federal and State jurisdiction, the incumbent must maintain a current working knowledge of applicable guidelines and must be effective in using and applying the guidance in a consistent manner.

### Factor 4 - Complexity

- The nature of this position presents a complex array of resource situations involving management of water resources, fisheries/riparian habitat management, and sensitive species management. Due to the nature of natural resources included under the responsibility of this position, the incumbent must be capable of working with multiple programs and databases. All data must be collected, stored, and retrieved in a systematic and effective manner in order to ensure beneficial use of data when making recommendations to land use plan decisions.
- In addition to supporting complex resource oriented situations, the incumbent is routinely involved in complex user group coordination efforts. Program proposals, environmental assessments, and required mitigating measures inevitably result in complex issues that

require detailed and extensive coordination between numerous resource programs and special interest groups. Incumbent must be capable of analyzing complex arrays of program proposals, identifying substantive issues, and resolving those issues in an effective manner. In accomplishing all the above mentioned factors, the incumbent will routinely be assigned the responsibility of assuming the lead role in coordinating complex interdisciplinary team efforts in terms of data collection, data evaluation, and providing technical input to area wide multiple use decisions.

#### Factor 5 - Scope and Effect

- Recommendations made by the incumbent routinely have significant effects on public land use decisions made on 1.6 million public acres within the Kemmerer Field Office.

#### Factor 6 - Personal Contacts

- The incumbent is required to effectively deal with a wide array of personal contacts. The range, wildlife, forestry, recreation, water, and fisheries/riparian programs generate situations requiring contacts with professional groups, individuals, and the academic community.

#### Factor 7 - Purpose of Contacts

- Contacts with professionals are normally required to share information, evaluate program effectiveness, and develop policy and/or guidelines. Contacts with user groups and interested groups or individuals are typically oriented towards presenting and explaining data collection and analyses with associated actions that have been implemented on the ground. Contact with other State and Federal agencies is required to share information and assure conformance with requirements of other regulatory agencies. Routine contacts with interest group representatives are necessary to maintain program support and provide answers to inquiries from constituency groups. Coordination with the academic community assures sharing of information and allows the incumbent to stay current with state of the art procedures.

#### Factor 8 - Physical Demands

- Job requires time in both office and field settings. Office duties will often require periods of time at a duty station inputting, analyzing, and interpreting data as well as completing reports. Office duties also require significant amounts of time coordinating and planning program factors with Bureau staff, outside interest groups, and other agencies.
- Field duties involve long hours of driving, hiking, climbing, and other forms of outdoor physical activities in remote locations. Field trips may vary from one day to two weeks in duration. The incumbent is expected to operate a four wheel drive vehicle in remote areas, four-wheeler ATVs, snowmobiles, horses, and skis/snowshoes.

#### Factor 9 - Work Environment

- The work environment varies from an office setting where the incumbent is in contact with work associates at all times to a field setting where the incumbent is working alone for extended periods of time in extremely remote situations. The topography in the work area varies from flat rolling sagebrush sites to rugged mountains. Temperatures can vary from -30°F to 95°F between winter and summer seasons. Snow is possible from September through June. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

