

# NEPA Planner, GS-0401-11

**Position Number:** FS0950 A9329

**Introductory Statement:** This position is located on a Forest Service unit. This position will work in a team to accomplish field work, data management and analysis, report writing and administration of current oil and gas developments on the Forest.

## **Biological and Environmental Analysis Report Preparation 35%**

Prepares comprehensive environmental assessments and impact statements and makes recommendations to ensure that natural resources and ecosystem integrity are adequately addressed and considered.

Prepares reports, biological evaluations, and assessments to provide input for various environmental documents. Makes on-the-ground analyses of the effects of specific activities on the environment, providing recommendations for action in specific cases.

## **Natural Resource Planning 20%**

Plans, programs, budgets and makes or directs surveys to obtain data for current and long-range management plans in assigned area. Coordinates functional and project plans with other work plans to ensure targets are being met, and makes needed revisions as changing conditions dictate. Reviews plans for technical soundness and adequacy in meeting overall natural resources management objectives. Prepares project work plans and coordinates project work with other Unit personnel. Prepares functional plans for specific areas of responsibility (i.e., habitat management, soils, water, etc.). Prepares technical progress and final reports.

Serves as systems analyst for the design, development, and application of land management planning systems tools and resource analysis techniques. Coordinates with research and development efforts, and operational testing and documentation for these systems. Directs technical assistance to users and attendant multi-objective planning and problem solving efforts.

Supports all basic land use planning computer-aided techniques, including linear programming, goal programming, simulation, network analysis and sophisticated data storage, retrieval and display. Devises methods to rapidly convert new or modify existing analytical techniques from the developmental or research stage into operational status for field use. Serves as technical advisor and makes recommendations regarding land management planning concepts and procedures, and analytical tools. Provides direction and assistance in processing a widely diversified data through a multitude of computer-aided models and provides checkpoints and controls to monitor the data, and analyze results at critical stages.

Develops manual and handbook supplements. Provides input and assistance regarding the implementation of manuals, handbooks and field guides, and on operations of specific programs.

Has primary responsibility for developing the annual program of work for all aspects of a Unit planning program. Projects financial, informational, administrative, and staffing needs based on input from all program areas. Sets planning program objectives and assists others in preparing project work plans. Reviews work plans and coordinates work with other unit personnel as

required. Monitors execution of work. Develops and maintains functional long-range planning documents and short-range action plans and periodically revises planning program operations. Coordinates resource management planning efforts both inter- and intra-agency.

Serves as primary contact for NEPA, appeals, and litigation on the Unit. Provides advice and assistance with preparation of NEPA documents, and facilitates their processing. Serves as Unit contact for the public and other agency offices on the processing and responding to all project specific administrative appeals.

Ensures the integrated use of natural and social sciences, environmental design arts, budget requirements, transportation, housing, safety needs, other agency and citizen participation, and involvement by other program managers in all Unit planning efforts. Instigates administrative procedures to accomplish work. May serve as contracting administrator (COR) for a variety of contracts.

#### **Natural Resource Data Collection, Analysis, and Interpretation 15%**

Manages natural resources through the use of database technology. Develops natural resources databases upon which to base recommendations to management. Reviews existing data and collections for accuracy and appropriateness, and adds additional data to complete or maintain a current inventory of the natural resources.

#### **Geographic Information Systems (GIS) 15%**

Responsible for managing natural resource data, both spatial GIS and tabular, pertaining to the organization's natural resources databases. Works closely with staff in developing management interpretations and applications using GIS data. Provides technical support for various natural resources databases, including management of spatial data and related information structures. Provides assistance in managing and analyzing this information. Manages digital data in a GIS environment. Develops applications using both spatial and relationship database queries and report writers as needed. Develops and interprets conceptual, mathematical and computer models for GIS applications. Determines the feasibility and/or efficiency of these applications.

Develops spatial database input and output standards and ensures that data is in the correct format for data capture and data output. Develops technical specifications for the digital integration of Base Series map data and polygon resource data.

Works with staff specialists in developing interpretations and applications of GIS data for natural resource planning and management. Develops or modifies the existing system for application of data within the needed format. Interprets national and regional directions.

Identifies changes in resource information requirements, and synthesizes and shares information collected. Recommends alternative courses of action where warranted. When controversial problems arise, drafts recommended alternatives. Devises new means of accomplishing tasks; adds or modifies source data; and, develops subject matter procedure changes. Ensures consistency and quality of data in both spatial environment and in existing databases when new datasets are being prepared. Ensures hard copies are of high

cartographic standards for input into GIS. Coordinates relationship of layer design, spatial information, and database so the results of appropriate modeling techniques can be applied. Ensures cooperation with other organizations and staff personnel.

May serve as Contracting Officer's Representative on professional services contracts for digitizing and related services, and determines compliance with cartographic standards.

### **Environmental Studies and Investigations in Biology 15%**

Serves on or leads an interdisciplinary team performing comprehensive environmental studies and analyses involving a variety of resources, such as land, air, water, timber, recreation, wildlife, fisheries, and/or other special management and use areas. Provides direction and contributes to interdisciplinary teams as they evaluate, analyze, and document resource management proposals and decisions in environmental impact statements, environmental assessments, and/or categorical exclusions.

Performs field reconnaissance and accomplishes technical investigations to gather information required to define study objectives. Prepares scope of work statements and estimates. Monitors overall study progress in accordance with work schedules and milestone objectives. Adjusts study schedules and objectives and formulates alternative action proposals on the basis of study findings. Documents results of investigations and alternative action proposals in an appropriate format. For example, prepares or directs the preparation of environmental impact statements.

Determines appropriate technology based permit requirements by applying limitations guidelines and best professional judgment. Identifies and evaluates applicable permit requirements that must be met to protect and promote resources such as land, air, and water, quality. Conducts ecological/biological investigations of land and water development proposals to determine their effect on the distribution and abundance of living organisms.

### **OTHER SIGNIFICANT FACTS:**

Bargaining Unit Status: Eligible.

Performs other duties as assigned.

Performs wildfire suppression support as directed within training and physical capabilities.

### **Factor 1- 7 Knowledge Required by the Position**

Knowledge of biological science sufficient to modify or adapt standard techniques, processes, and procedures, to assess and apply precedents to devise strategies and plans to overcome significant scientific problems. This includes intensive knowledge and competence in advanced techniques of a highly complex area of biology sufficient to serve as a troubleshooter, specialist, or coordinator.

### **Factor 2- 4 Supervisory Controls**

The supervisor establishes overall objectives and resources. The supervisor and scientist jointly develop projects, priorities, and deadlines. The scientist independently plans and carries out assignments, interprets policy, coordinates work with stakeholders, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed

work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

**Factor 3- 3 Guidelines**

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

**Factor 4- 4 Complexity**

The scientist plans and coordinates various projects and studies, and makes recommendations/decisions regarding a range of multifaceted problems. Precedents must be applied to new work situations and guidelines adapted to reconcile conflicting demands.

**Factor 5- 3 Scope and Effect**

The purpose of the work is to apply established scientific techniques to investigate and analyze various conventional problems and questions or to investigate and analyze discrete aspects of more complex problems. Work products contribute materially to the effectiveness of completed projects.

**Factor 6- 3 Personal Contacts**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, advocacy groups, and in some cases the media and elected officials.

**Factor 7- 2 Purpose of Contacts**

The purpose of contacts is to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**Factor 8- 1 Physical Demands**

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

**Factor 9- 1 Work Environment**

The work is performed in an office or similar setting involving everyday risks or discomforts that require normal safety precautions.