

POSITION DESCRIPTION
Monument Manager/NCA Manager
GS-0340-12

INTRODUCTION

The incumbent is responsible for overall program direction, execution, and review of all activities within the Monument/NCA. Interprets Departmental and Bureau policy and directives as they affect planning and programs. Makes final planning and programming decisions, including resolution of both long-range and day-to-day planning and program conflicts. As the principal line officer, the incumbent serves as the focal point in the Monument/NCA for providing leadership, motivation, direction, and decisions required to implement and carry out multiple use and ecosystem management within an organization containing a variety of resources. The land managed contains a variety of natural resources; the organization is composed of 4-6 major functions/programs.

MAJOR DUTIES

1. Program Responsibilities

a. Responsible for planning, organizing, implementing and evaluating resource management programs requiring multiple-use management and protection of a variety of resources. He/she develops, implements and manages a program of conservation and management of land and resource programs including planning (long and short term), and conducting and coordinating approximately 4 to 6 of the following programs: (1) energy and minerals management; (2) management of designated wilderness; (3) range management; (4) land and realty operation; (5) wild horse and burro management; (6) wildlife habitat management; (7) woodland products management and development; (8) outdoor recreation management; (9) archeological and paleontological resource management and protection; (10) soil, water, and air management; (11) road construction and maintenance; (12) range improvement; (13) fire pre-suppression and suppression; (14) off-road vehicle management; (15) data management; (16) program and administrative support services; and (17) oil and gas inspection.

b. Coordinates land and resource planning and management with representatives of other agencies, Federal, State and local governments, the general public, and with private landholders. Is responsible for reducing or halting deterioration and damage to land and resources caused by natural forces for the rapidly and ever-increasing pressures from recreational users of the public lands. Determines work priorities for the Field Office and directs accomplishment of the approved Annual Work Plan. Responsible for program planning with established Bureau guidelines, and submission of preliminary budget estimates to the Field Manager. Operates field office programs within budgetary limitations and apportionments.

c. As Field Office property accountability officer, ensures proper management and utilization for real and personal property. Manages delegated Field Office responsibility for contract preparation and administration as well as procurement functions in accordance with governing regulations and for maximum Bureau benefit. Directs administrative activities in support of operational programs entailing a responsibility for ensuring sound organization and most effective and efficient utilization of personnel, equipment, material and financial records.

d. Conducts a viable and open public relations program. Ensures an awareness of the value and effect of a positive oriented program which emphasizes Bureau and cooperative programs and

accomplishments.

e. Responsible for conducting an active safety management program. Through direction and periodic meetings, fosters a safety attitude incorporated in all operational planning and conduct of programs.

2. Supervisory/Managerial Responsibilities

a. **Work Facilitation:** Serves as consultant, coach and supporter with employees in collectively solving problems and carrying out the organizations goals. Creates strong mutual respect with and between teams. In collaboration with employees plans and schedules work by setting priorities, and development of schedules for completion of work. Monitors work to ensure that the members complete their tasks effectively and efficiently. Facilitates work by maintaining good working relationships and by coordinating with others on goals, priorities, organizational needs and achievements. Solves problems between teams through encouraging teams to use conflict resolution. Resolves conflicting resource demands between teams and obtains necessary resources for teams to produce onetime quality products. Assigns work based on priorities and capabilities of employees; reviewing work for adequacy and accuracy, policy and regulatory compliance and application. Passes on guidance and instructions to employees. Devises and maintains record keeping systems to provide required information for production reporting, evaluation, etc. Recommends procedural, organizational, equipment, etc., and changes to increase productivity.

b. **Administration:** Responsible for administration of a variety of management programs such as safety, upward mobility, cost reduction, sick leave, EEO, drug free workplace, overtime usage, suggestions, etc. Establishes record keeping systems and monitors accomplishments against objects. Establishes goals for employees in order to accomplish management objectives. Initiates corrective action. Establishes policies, regulations, procedures, etc., to accomplish organizational objectives. Advises immediate supervisor of program accomplishment, problems, and impact of changes.

c. **Personnel Management:** Performs personnel management functions such as making selection of employees; participating in positions and pay management program; establishing performance standards and evaluating performance; identifying developmental and training needs of employees; providing and making provisions for training. Approves annual and sick leave. Effects minor disciplinary measures. Hears and resolves employees complaints; refers complaints not resolved to higher level supervisor. Insures availability of equipment through property accountability.

Performs other duties as assigned.

FACTORS

Factor 1 - Knowledge Required by the Position

- Knowledge of overall Bureau programs, policies, and procedures, including knowledge of the Bureau's organization and of the relationships between and among the various levels, offices and staffs.
- Ability to strategically identify and analyze emerging issues at the State and Monument/NCA levels.

- Ability to understand the socio-political and natural resource issues in order to provide management guidance for the organization.

- Knowledge of the roles of other governmental agencies and private organizations or groups who are concerned or have an impact on the management of public lands, and the ability to interact effectively with such agencies or groups.
 - Knowledge of and skill in the program, planning and budgeting systems, including Resource Management Plan (RMP), Activity Plan, Annual Work Plan (AWP), and program packaging.
 - Ability to manage, through a standard line-staff organization, a complete Monument/NCA staff.
1. Ability to analyze and evaluate work functions and capabilities against area needs and bind them into a balanced and concerted Monument/NCA program in accordance with Departmental, Bureau, and State Office policies and directives.
- Knowledge of management principles involved in administering resources in the Monument/NCA, including watershed, realty functions, minerals, recreation, wildlife habitat, cultural resources, protection (including fire control), livestock forage, and automation.
 - Knowledge and skills in supervisory and managerial theories, practices, and procedures.
 - Knowledge of personnel procedures, including Equal Employment Opportunity requirements, and the performance appraisal system.
 - Skill in oral and written communications.
 - Ability to recognize sensitive and controversial issues in the initial stages.
 - Ability to develop and maintain effective relationships and communicate effectively with local, State and Federal agencies, tribal governments, advisory groups, congressional staff, interest and user groups and the media.

Factor 2 - Supervisory Controls

- Operates under the general administrative and technical supervision of the Field Manager who provides overall guidance on policy and organizational matters and program goals.
- Is responsible for assuring that all projects/functions assigned to the Monument/NCA are accomplished. Keeps the Field Manager informed of progress and potentially controversial matters.
- Work is periodically reviewed in terms of results achieved, appropriateness, soundness of decisions, and compliance with laws, regulations, and procedures. Recommendations and decisions are almost universally accepted as technically sound, even though final approval may require formal action by others.

Factor 3 - Guidelines

- Written guidelines are contained in the Departmental Manual, Bureau Manual, and laws which govern land management activities, but are often inadequate due to the large amount of new and controversial issues. Within this framework of guidance, the

incumbent is responsible for managing Bureau programs in the Monument/NCA. Work assignments are provided for in annual plans of work which indicate broad general objectives.

- Employee must use judgment and resourcefulness in interpreting guidelines in order to deal effectively with changing situations.

Factor 4 - Complexity

- Assignments involve the implementation of sound management practices on public lands; the incumbent must incorporate the assimilation of distinct programs within a geographical area composed of federal, state, and public lands.
- A number of major resource programs are present (4 to 6) with important multiple-use applications.
- Multiple-use integration and coordination are prominent and complex because of conflicts in objectives and techniques inherent in the major resources/programs and their multiple-use.

Factor 5 - Scope and Effect

- The Monument/NCA has responsibility for federal lands that contain multiple-use natural resources, managed through the use of 4-6 major programs. The use and management of these resources often leads to competition and conflict, which affects the economic and social well-being of the field office.
- The quality of supervision and leadership provided by the incumbent will directly affect the quality and timeliness of staff support. This, in turn, will directly affect the Monument/NCA ability to make rational, well-documented decisions between competing resource uses and accomplishing high quality management programs.

Factor 6 - Personal Contacts

- Incumbent has a wide variety of personal contacts with managerial, professional, technical, and clerical personnel within the Bureau and with other Federal, State and local agency personnel. He/she must maintain a reputation as being knowledgeable about Monument/NCA plans and being helpful in solving problems. Incumbent has contact with news media. Frequent contacts are initiated with elected or appointed officials, representatives of Federal and non-Federal groups and organizations, and special interest groups.

Factor 7 - Purpose of Contacts

- Contacts are made in order to resolve problems ranging from everyday, common situations to those resulting from socioeconomic or political pressures. Contacts are oftentimes initiated with individuals who have conflicting interests.

Factor 8 - Physical Demands

- Normally works in an office setting, with occasionally strenuous duty and normal field duty associated with resources work. Work may be conducted under widely adverse

conditions such as severe winter temperatures and summers that are extremely hot and dry. May be required to walk into roadless areas or otherwise negotiate areas inaccessible to vehicular travel. Other methods of travel may include all terrain vehicles, aircraft, or horseback.

Factor 9 - Work Environment

- Most work is performed in the office in close proximity to fellow workers. Field work may include walking or driving motor vehicles over rough terrain in remote areas. Abnormal stress situations may also occur involving completion of work to meet short deadlines. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

EVALUATION STATEMENT

POSITION NUMBER _____

PRESENT CLASSIFICATION:

Title, Series, and Grade New position

PROPOSED CLASSIFICATION:

Title, Series, and Grade Monument Manager/NCA Manager, GS-340-12

LOCATION:

Bureauwide.

AUDIT CONDUCTED:

None.

BACKGROUND INFORMATION:

This standardized position description is being established as a result of the recent and projected establishment or expansion of National Monuments and National Conservation Areas that will be managed by the BLM.

DUTIES OF THE POSITION:

The position provides leadership and guidance to the assigned by overseeing the functional areas of the Monument/NCA and the administration, supervision, budgetary, and public administration functions.

EVALUATION:

1. Series and Title Determination

This position requires the achievement of program objectives by management of work efforts through subordinates. As the position requires knowledge sufficient to manage a Monument/NCA and does not require a natural resource professional knowledge the position is properly allocated to the Program Management Series, GS-340. The series has no corresponding standard nor are there any titles suggested for the series. The title of Monument or NCA Manager is descriptive of the nature of the duties of the position. Therefore, the position is titled Monument Manager or NCA Manager as appropriate.

2. Grade Determination

The position will be evaluated using the Office of Personnel Management General Schedule Supervisory Guide (GSSG) dated April , 1993 as the guide covers both supervisory and managerial work.

FACTORS

Factor 1 - Program Scope and Effect - Factor Level 1-2 (350 points)

Element A - Scope

- The incumbent directs a program segment that performs professional, technical and administrative work typical of Level 1-3.
- To credit Level 1-3 the Monument/NCA would have to directly provide services to 100,000 or more visitors a year. The Monument/NCA does not have this level of visitation.
- Level 1-2 is determined to be the appropriate level for Scope.

Element B - Effect

- The Monument/NCA provides services to the general public. This is typical of level 1-3. However the services provided do not represent a significant portion of DOI's line program typical of the 1-3 level.
- Level 1-2 is determined to be the appropriate level for Effect.

Factor 2 - Organizational Setting: Factor Level 2-2 (250 points)

- The position is accountable to a position that is one reporting level below the Associate/State Director which is typical of Level 2-2.

Factor 3 - Supervisory and Managerial Authority Exercised: factor Level 3-2 (450 points)

- The manager performs all the functions as described in 3-2c and the following functions under 3-3b:
 1. Using any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors; NO.
 2. Exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank; YES
 3. Assuring reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work; NO
 4. Direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources); NO
 5. Making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors; NO.
 6. Evaluating subordinate supervisors or leaders and serving as the reviewing official on

evaluations of non-supervisory employees rated by subordinate supervisors; NO

7. Making or approving selections for subordinate non-supervisory positions; YES

8. Recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions; NO

9. Hearing and resolving group grievances or serious employee complaints; NO

10. Reviewing and approving serious disciplinary actions (e.g., suspensions) involving non-supervisory subordinates; NO

11. Making decisions on non-routine, costly, or controversial training needs and training requests related to employees of the unit; NO

12. Determining whether contractor performed work meets standards of adequacy necessary for authorization of payment; NO

13. Approving expenses comparable to within-grade increases, extensive overtime, and employee travel; YES

14. Recommending awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others; YES

15. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices. NO

- To be credited level 3-3b requires performance of 8 of the above elements. This position does not meet this threshold level as the incumbent performs 4 of the elements.
- Factor 3-2 is assigned as Level 3-3 is not meet.

Factor 4 - Personal Contacts

Subfactor 4A - Nature of Contacts - Factor Level 4A-2 (50 points).

- Frequent contacts are made with members of the general public, representatives of local interest groups, case workers in congressional district offices, reporters for local media.

Subfactor 4B Purpose of Contact - Factor Level 4B-2 (75 points).

- The purpose of the contacts is to ensure that information provided is accurate, and to resolve differences of opinions among employees, contractors, etc.

Factor 5 - Difficulty of Typical Work Directed: Factor Level 5-6 (400 points)

- GS-11 meets the criteria to be credited as the appropriate base level.

Factor 6 - Other Conditions - Factor Level 6-4 (1120 points)

- Typical of Level 6-4 the incumbent is responsible for the coordination and integration of important projects or program segments of professional, scientific, and managerial work comparable in difficulty to the GS-11 level.

FACTOR	NAME	LEVEL	POINTS
1	PROGRAM SCOPE & EFFECT	1-2	350
2	ORGANIZATIONAL SETTING	2-2	250
3	SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED	3-2	450
4A	NATURE OF CONTACTS	4A-2	50
4B	PURPOSE OF CONTACTS	4B-2	75
5	DIFFICULTY OF TYPICAL WORK DIRECTED	5-6	800
6	OTHER CONDITIONS	6-4	1120
TOTAL	3095 POINTS = GS-12		3095

CONCLUSION: Proper grade of the position is GS-12

CLASSIFICATION: Monument Manager or NCA Manager, GS-340-12.

This position is Exempt - It meets the exemption criteria for executive as outlined in the standards on FLSA.