

Natural Resources Specialist (Recreation), GS-401-12  
(State Travel Management Program Lead)

## **INTRODUCTION**

This is a recreation management professional standard position, with an emphasis on Travel and Transportation management, located in a Bureau of Land Management (BLM) State Office. The position has staff responsibility for the travel and transportation programs throughout the State Office's jurisdiction. The position serves in a variety of roles which provides on-the-ground assistance, policy, technical guidance, training, education and organizational assistance to the principal staff of the State Office and District/Field Offices.

The incumbent is responsible for technical assistance and direction; policy guidance and program development; budget strategy, development, and distribution; and accomplishment monitoring in travel and transportation programs such as travel planning, inventory, access acquisition, travel system design, construction and maintenance, travel management partnerships, data collection and sign standards, Back Country Byways, transportation legislation and grants, and accessibility related to travel. This position is responsible for management and coordination of all types of travel including motorized, mechanized, foot, horse and uses including recreational, commercial and other forms of administrative use. The incumbent provides technical guidance and assistance to field personnel and advises the State Director and staff on program needs, priorities, direction, and emphasis. The incumbent develops strategic budget plan issues and performance directives related to the travel and transportation programs, analyzes budget unit submissions and makes recommendations on tasks to be included in the State consolidated submission. Coordinates with District/Field Offices on budget submissions and provides guidance and instruction concerning recreation operation budget classes 1220 and 1232 and operations budget class 1652. Coordinates travel and transportation program budget needs with all benefiting subactivities.

The primary purpose of travel and transportation management is the work associated with providing and managing appropriate access to public lands while protecting resources. Another important purpose of travel and transportation management is to provide for quality recreation opportunities and support the law enforcement, wilderness, timber, range, soils, water, wildlife, cultural, lands and minerals program goals. In order to accomplish the primary directive, close coordination including interdisciplinary planning is required with other resource programs such as recreation, wildlife, engineering, range, cultural, minerals, external affairs, law enforcement and support services at all organizational levels.

## **MAJOR DUTIES**

### **1. Recreation Program Management and Coordination-30%**

Coordinates the efforts of all Field Offices of the BLM within the state involving the travel and transportation programs to insure consistency with other BLM States and Washington Office program direction. Coordinates the BLM's travel and transportation management efforts with local government, state agencies, other Federal agencies, and the public. Serves as the BLM representative on interagency committees to discuss planning, management policies, and procedures relating to travel and transportation management. Negotiates cooperative

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management agreements and memoranda of agreement with other entities or constituents interested in public land management. Researches background and originates replies to Congressional inquiries, sensitive issues raised by special interest groups and requests for information from the public. Maintains relationships with user groups, advisory boards, government officials, other agency personnel and professional organizations. Represents the Division and the State Director at meetings and provides information as needed. Reports findings and makes recommendations to remedy identified problems.

Serves as the Statewide Recreation Trails and Access (OHV) Coordinator and lead for management of the motorized and non-motorized recreation trails program. Assumes responsibility for providing on-the-ground leadership and guidance to the field for the development and management of the off highway vehicles (OHV) program in the state. Coordinates recreation trail planning, design, construction, management, monitoring and route designation with all Field and District Offices to ensure compliance with Executive Orders, BLM policy and regulations, state specific regulations, and other legal mandates. Develops written statewide policies and professional procedural guidance and standards for recreation travel and access management and general travel and transportation management.

Provides direction and leadership for preparation of travel-related resource management inventory, planning, environmental coordination processes and documents including Resource Management Plan amendments and travel management plans. Such plans can be statewide, regional or local in scope. Coordinates data needs for route, trail and road inventories and identifies data gaps and strategies to collect required data. Assists in securing resources needed to collect required data.

Prepares annual information on the state's BLM travel and transportation program, including recreation and other resource management program transportation and access components. Responsible for the compilation of Recreation Management Information System (RMIS) reports for OHV use, motorized use designations including area, road and trail designations and coordinates with District/Field Offices to obtain and update information. In consultation with the recreation program lead, monitors use of funds and the units of accomplishment in the OHV component of the recreation program, and records in the appropriate database. Provides recommendations on the allocation of budget resources to ensure that statewide priorities are accomplished. Monitors progress and execution for overall management program consistency in relation to other program goals and objectives on a statewide basis.

In coordination with the recreation program, coordinates with the Field Offices, State Office, and other agencies regarding needs and preparation of travel and access related recreation signage, brochures, map displays, and other public information and outreach materials. Monitors and prioritizes the outreach materials needs of the travel and transportation program, and participates in reviews of the materials produced.

Serves as lead for assigned portions of the Back Country Byway and Federal Highway Administration programs, providing policy and guidance, technical assistance, grant proposal development, and accomplishment review for these programs, including the Public Lands

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Discretionary Highway, National Scenic Byway, Transportation Enhancement and Recreational Trails Act Programs.

Maintains a high level of awareness and involvement in current and upcoming travel related activities related to recreation programs, visitor needs, recreation program objectives and other resource program objectives.

2. Technical Guidance/Policy Development, 30%

Provides policy direction, technical guidance, and assistance to the District/Field Offices for travel and transportation inventory, planning, designation, construction, management, and monitoring within those office's areas of management responsibility. Develops written state-wide policies and professional procedural guidance and standards and provides input into planning, budget, and environmental analysis documents for the travel and transportation program. Provides technical assistance to district/field offices on travel and transportation management by developing conferences, workshops, staff training, and grant proposals to ensure field support. Coordinates with other resource specialists to determine the extent and complexity of monitoring and inventory studies needed to manage travel and transportation in a responsible manner.

3. Lead Role/National Initiatives, 20%

Represents the state on the national Comprehensive Travel and Transportation Management (CTTM) Team and is responsible for facilitating achievement of national travel and transportation program priorities in the state. Works on national level policies and guidance as part of the team responsibilities. Serves as the state's principle advisor on all aspects of the travel and transportation management program

4. Budget and Annual Work Plan, 15%

Performs administrative and program management work to ensure that the assigned travel and transportation program areas are incorporated into other programs. Monitors the travel and transportation management programs and provides recommendations on the allocation of budget resources, to ensure that statewide priorities are accomplished. Monitors progress and execution for overall travel and transportation program consistency in relation to goals and objectives on a statewide basis. Develops recommendations to management concerning the current and upcoming year's budget funding and priorities. Coordinates with other programs that benefit and support the travel and transportation program. Ensures travel and transportation program needs are identified throughout the budget planning process for all applicable programs. Integrates funding across administrative boundaries throughout the state, and recommends appropriate actions to resolve conflicts and meet the objectives of the BLM's strategic plan.

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**FACTORS**

Factor 1 - Knowledge Required

FLD<sup>1</sup> 1-7, 1250 points

- Knowledge of political, social, psychological, economic, and legal principles, which influence travel and transportation management decisions and ability to work effectively with various publics to achieve a balanced program.
- Knowledge of professional land management principles, practices, and concepts sufficient to analyze and advise on the development and execution of travel and transportation plans and programs, evaluate the effects of travel on other resources, and evaluate the public lands under management for their potential for travel and transportation management actions
- Professional knowledge of the principles of travel and transportation planning and management is needed for guiding and reviewing the evaluation of travel on public land. Thorough knowledge and understanding of recreation planning, recreation inventory, visitor use capacity, visitor services, and benefits based management, Recreation Opportunity Spectrum (ROS), Visual Resource Management (VRM) systems, recreation activity management plan development, recreation permit administration, interpretation and environmental education as they apply to recreational travel and trails. Thorough knowledge and understanding of travel transportation management policies and requirements within the BLM. Professional knowledge of land use planning processes and the requirements of the National Environmental Policy Act (NEPA) as it pertains to BLM-administered lands and the ability to understand, develop and implement State Directives for the travel and transportation management program.
- Thorough knowledge and understanding of BLM, national, State Office and District/Field Office policies, goals and needs regarding the travel and access management on public land. This includes Federal and state laws, regulations, Executive Orders, CFR 8300, Solicitor's opinions, case law, manuals, policies, NEPA regulations, Departmental and BLM manuals, instruction memoranda, administrative procedures, and information bulletins, and policy directives.
- Knowledge of trends in outdoor recreation related to travel and transportation and needs of diversified groups in order to meet the recreational needs of the public, including the physically challenged.
- Working knowledge of the BLM's budget process including the Annual Work Plan, and a detailed understanding of recreation and trails related workload measures and performance measures. Incumbent must have the experience and judgment to plan, organize, and review work. Must be able to adjust work schedule to meet new requirements and unforeseen situations and must be able to hear and respond to employee suggestions on travel and transportation management.

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<sup>1</sup> Factor Level Description

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- Comprehensive knowledge of laws, BLM regulations and policies regarding the application and expenditure of contributed funds.
- Thorough knowledge of data analysis, data synthesis and technical writing necessary to prepare end-of-year reports and other documents for the field.
- Knowledge, skill, and ability to use computers and automated systems for a variety of functions including word processing, data bases, graphics design, and communication (including Internet).
- Knowledge and ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner, both orally and written, and with peer professionals in Federal, State and local agencies, as well as with special interest advocacy groups and other concerned individuals. Incumbent must have a high level of interpersonal skills. Incumbent must have knowledge and high level of understanding with regard to interpretation, education, and outreach related to travel management, Leave No Trace, Tread Lightly!, and Scenic Byways.
- Knowledge of and ability to utilize techniques of organization, direction, and coordination necessary to guide the recreation travel and access management program through available staff channels, within a dispersed multi-level organization. Incumbent must have knowledge and facilitation techniques to effectively resolve issues between agency, public interest groups, organizations, and individuals.
- Knowledge of the Federal Budget Process, BLM cost accounting systems, program planning, and grant applications and procedures. Skill in conducting inventories of travel and recreational routes, and in managing OHV data,
- Skill in working with other people, including BLM employees, representatives of other agencies or organizations, and the public. The ability to coordinate with BLM District/Field Offices to facilitate constructive improvements in the recreation travel and access and general travel and transportation management programs is essential. Incumbent must be able to work with a variety of polarized interest groups in stressful situations, to remain objective, and to utilize problem solving techniques.
- A strong ability to communicate effectively orally and in writing. Must have the interpersonal skills necessary to effectively communicate, participate in group discussions, and contribute in teamwork situations. In addition, writing skills are necessary to transmit often complex information to a variety of audiences in a clear, concise, and complete manner.
- Ability and initiative to take personal responsibility to accomplish quality work in a timely and effective manner; to see what needs to be done and do it in a coordinated and professional fashion.

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Factor 2 - Supervisory Controls

FLD 2-4, 450 points

The work is done under the general supervision of the Deputy State Director for Resources and in close coordination with other state program leads. The employee independently follows standard work procedures, initiates assistance or projects as opportunities arise, and responds to requests in a proactive manner. The incumbent has wide latitude for independent actions on a majority of the duties.

The employee uses a high degree of individual initiative to carry out most work activities. Primarily handles work independently according to policies, previous experience and training, or accepted practice. The employee has the opportunity to personally shape the work and the day-to-day accomplishments to fit the incumbent's individual style and the specific needs of the customers. Supervision generally is limited to occasional checks and to unusual situations or problems.

Factor 3 – Guidelines

FLD 3-4, 450 points

Guidelines include Federal and state laws and regulations, Executive Orders, CFR 8300 and other regulations, Departmental and BLM manuals, instruction memoranda, information bulletins, policy directives, current technical literature, land use plans, and annual work plan directives. Existing guidelines are often general in nature, and there will be many instances when sound judgment and originality are required in formulating appropriate approaches to specific problems, situations, and objectives.

The work is done within established BLM policies, guidelines, and practices. These may require interpretation, judgment, or consultation with others to fit the specific situation. General guidance is provided by FLPMA, administrative regulations, (40 CFR and 43 CFR), NEPA, Executive Orders, and Departmental and BLM Manuals. Sound judgment and originality are required in formulating appropriate approaches to specific problems, situations and objectives.

Factor 4 – Complexity

FLD 4-5, 325 points

Work assignments involve performance of a variety of professional functions and active interaction with a diverse group of BLM resource specialists, managers and planners, as well as peer professionals in other Federal, state and local agencies. Broad and sometimes vague requirements will be received from this varied group of resource professionals as travel and transportation management issues interface with all BLM programs (including wildlife, cultural, lands and minerals, law enforcement, etc). The work is high profile and controversial, and involves providing professional expertise, leadership, guidance, training and assistance in the collection, organization, evaluation, and application of a wide variety of resource information. The work also involves significant amounts of coordination with other State Office staff specialists, Field Office and other State Office personnel, and other Federal, state and local land managing agencies. In many instances, established procedures are lacking and the incumbent must use innovation and good judgment in carrying out the duties of this position.

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The controversial nature of some aspects of the travel and transportation management program require the application of a considerable range of experience to coordinate program elements with many agencies, organizations, user groups, resource professionals and individuals. The job requires good working relationships with a variety of participants and interest groups, each with complex views and inputs. It often requires balancing numerous factors in order to achieve an overall suitable result. It usually involves setting priorities, blending opportunities, fiscal constraints, public outreach and education, partnership desires, public expectations, and overall health of the land objectives. The work products of this position involve numerous procedural steps, interdisciplinary aspects, and important communication processes. In addition, a wide variety of interests and issues must be addressed. Work may occur on multiple program facets and projects simultaneously, as this position in the State Office serves and facilitates activities and issues as they occur in each of the BLM District/Field Offices within the state's jurisdictional boundaries.

Factor 5 - Scope and Effect

FLD 5-4, 225 points

The primary purpose of the work is assessing the effect of travel and transportation on wilderness, cultural resources, timber, range, soils, water, and wildlife; assessing recreational use compatibility with commercial activities, such as mining, surface mineral excavation, and grazing; balancing competing public and private goals for recreational travel demand and development, commercial development, and natural resources preservation; planning and managing appropriate public access while sustaining natural resources values and guiding public recreation users on natural resources values and responsibility for land stewardship related to the travel management program.

Assistance is provided to the District/Field Offices, and the work of this position has statewide and sometimes BLM-wide implications. Effective long-term sustainable travel and transportation could result in significant changes in land use and resource program objectives, which could have long term effects on public land users and interests such as advocacy groups and other users of the public land. The primary purpose of the position is to help ensure that travel and transportation management aspects of the various management programs in the BLM is done effectively and in a manner that elevates the quality and customer service of the overall travel and transportation program, protects resources, and provides appropriate access to the public lands. While individual activities may be focused on a particular site or region, the cumulative scope is statewide and the effect is statewide consistency and program quality.

Factor 6 - Personal Contacts

FLD 3-C, 180 points

Factor 7 – Purpose of Contacts

The incumbent must coordinate and work closely with planning and environmental coordination, cultural, other resource professionals. Other BLM contacts may include District/Field Office, State Office, and Washington Office personnel including managers, planners, program leaders, law enforcement, and resource specialists. The incumbent will also have regular professional contact with representatives from other Federal agencies, as well as representatives from state, county and local agencies. Other professional and public relations contacts include universities,

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commercial contractors and consultants, conservation organizations, public land user groups, advisory boards, and other affected interest groups and individuals.

Contacts are made to exchange professional and technical information, coordinate related management efforts and actions, solve problems including those of a controversial nature, negotiate agreements, establish procedures, conduct briefings, perform evaluations, provide guidance, discuss project requirements and time schedules, evaluate existing methods, and to explain or "sell" new programs, procedures and policies.

Factor 8 - Physical Demands

Physical activity is primarily that typical of office work. Substantial time is spent sitting at a computer terminal. Occasional field visits are required to look at sites under study, requiring vehicle travel and short periods of walking over uneven terrain.

Factor 9 - Work Environment

Work is usually performed in an office setting, except for occasional field visits. Generally, the work environment involves ordinary apparel, health, and safety considerations. Work is usually done individually or in small groups, but sometimes involves large groups and public events, in daytime and evening meetings.