

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

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

*R68

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Per-
sonnel
Managementb. Department,
Agency or
Establishmentc. Second Level
Review

Cartographic Technician

GS

1371

05

d. First Level
Reviewe. Recommended by
Supervisor or
Initiating Office16. Organizational Title of Position *(if different from official title)*

Cartographic Technician

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

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

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this posi-
tion 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 direct-
ly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

Cartographic Technician Series, GS-1371, 03/82

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

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

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

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Cartographic Technician
GS-1371-05**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform uncomplicated tasks in one or more stages of the mapping process. Assignments typically constitute a portion of a broader project.

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist in a related profession, then technical direction must be obtained from a specialist in a central office or center.

The incumbent performs primarily routine functions; in contrast to positions at the GS-06 level, which perform with more independence, the incumbent receives specific instructions for non-routine assignments, and refers unfamiliar situations to the supervisor for resolution. The work of this position is also more closely reviewed than similar positions at the GS-06 level.

Major Duties (80-100%)

Inputs spatial and non-spatial digital data to draft format, field compilation, CAD, or GIS and performs necessary and proper verification and checking procedures to ensure the resultant database is as free as possible from error. Seeks assistance for situations not covered by instructions or guidelines.

Plots data to meet users' requirements for various kinds of displays. Also makes plots to check and verify the results of map file construction. Follows established guidelines and instructions to select plot contents, appropriate scales, suitable colors, shading patterns, line types, fonts and text, and line thickness. Plots legends as instructed. Refers situations not covered by guidelines to the supervisor for resolution.

Visits field sites to gather information after explicit instructions from the supervisor, and using accepted field mapping techniques (e.g., GPS, total stations, tape and compass, alidade, and/or plane table). Refers unusual situations to the supervisor for assistance.

Operates, updates, and assists in maintaining CAD/GIS software, hardware, and associated peripheral devices. Assists in maintaining GPS equipment and peripherals. Orders supplies as needed.

Maintains GIS files and related databases. Performs backups, purges unnecessary files, and ensures all files are organized and properly distributed for effective and efficient protection, access, and use. Edits components of GIS database to correct errors or modify, delete or add information.

Prepares and maintains digital and hard copy versions of data histories (metadata) and data dictionaries that explain and document the nature, contents, and evaluation of information source of the GIS data base, CAD system, and GPS files.

Verifies and/or establishes data site locations through on-site inspections; may carry out literature searches for the purpose of gathering information for data theme development or verification of data accuracy.

Factor 1. Knowledge Required by the Position Level 1-4; 550 points

Basic knowledge of the methods, procedures, and technology of cartographic production, GPS, and GIS.

Knowledge of the operation and maintenance of GIS, GPS, and field equipment (altimeters, total station, or field survey) including scanners, plotters, and digitizers.

Knowledge of the operation of global positioning systems.

Knowledge of the operation and use of field data collection tools (e.g., CAD, total survey station equipment, tape and compass, alidade and plane table), standard field mapping techniques, and recording systems.

Basic knowledge of the UNIX, DOS, and Microsoft Windows-based operating systems.

Knowledge of database and drawing file management and CAD/GIS hardware and software (e.g., Autocad, Arc/Info, Arcview, Microsoft Office, Access, Excel, etc.).

Skill in reading and interpreting data from maps, field notes, and other sources for integration into GIS, GPS, and CAD.

Understanding of the basic concepts, objectives, and practices of park operations including maintenance, resource management, visitor protection, interpretation, etc.

Ability to communicate information in a clear and concise manner, including effectively portraying data for use by others.

Factor 2. Supervisory Controls Level 2-2; 125 points

The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The incumbent is relied upon to independently carry routine assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance

with standards and procedures.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to identify problems and applicable solution guidelines.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that relate to the operation of the organization's cartographic program. Operations necessitate application of diverse software and multiple source documents for data. The incumbent uses ingenuity, attention to detail, and experience to deal with situations and work assignments. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

Factor 5. Scope and Effect Level 5-2; 75 points

The incumbent performs routine mapping tasks to complete portions of cartographic projects. Work products affect the accuracy and timeliness of further processes of overall cartographic projects.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers and at times employees of other parks and central offices.

Factor 7. Purpose of Contacts Level 7-1; 20 points

The purpose of contacts is to obtain, relay, and exchange information.

Factor 8. Physical Demands Level 8-2; 20 points

The work requires long periods of sitting in front of computer terminals. Some prolonged bending, crouching, lifting (up to 50 pounds), climbing, and reaching are required to perform routine hardware maintenance and move equipment supplies.

Factor 9. Work Environment Level 9-1; 5 points

The work is usually performed in an office setting. Some outdoor field work in varied climatic and terrain conditions is required.

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Cartographic Technician, GS-1371-05

Standard Used: Cartographic Technician Series, GS-1371, 3/82

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	550	1-4	Performs sequential steps requiring various procedures in one or more stages of process; work requires knowledge of a range of basic practices and techniques.
2. Supervisory Controls	125	2-2	Supervisor provides detailed instructions for new assignments; incumbent independently completes recurring assignments, but refers unusual situations to supervisor; both work and methods used are reviewed for technical accuracy and compliance with instructions.
3. Guidelines	125	3-2	Guidelines apply to most situations; judgment required to select appropriate guideline for each situation.
4. Complexity	75	4-2	Performs a range of related tasks within one or more stages of process; techniques are well established; requires accuracy to select appropriate steps, operate equipment, etc.
5. Scope and Effect	75	5-2	Work requires knowledge of methods for one or more stages of process and skill in equipment operation; work affects timeliness, accuracy, reliability, and

			<u>acceptability of further operations of the process</u>
6. Personal Contacts	25	6-2	Typical contacts within the agency.
7. Purpose of Contacts	20	7-1	Exchange information.
8. Physical Demands	20	8-2	Prolonged standing, bending, and lifting.
9. Work Environment	5	9-1	Typical office setting.
TOTAL POINTS	1020		
Grade Conversion	GS-05		

Resources Careers