

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 ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

*R69

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Cartographic Technician

GS

1371

06

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. 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

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 that

this 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 position 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 directly, 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-1371-06**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform a variety of uncomplicated mapping tasks in one or more stages of the mapping process, including field data collection, compilation, editing and production, and Global Positioning System (GPS) and Geographic Information System (GIS) technical support functions. 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, but with more independence than positions performing similar work at the GS-05 level.

Major Duties (80-100%)

Visits field sites to gather information utilizing accepted field mapping techniques with may include GPS, total stations, tape and compass, alidade and plane table, or any combination thereof.

Inputs spatial and non-spatial digital data to a 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. While standard methods, practices, and procedures are available to reference, the incumbent is frequently required to use judgment to make adjustments.

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', seeking assistance as necessary. Plots legends as instructed.

Operates, updates, and assists in maintaining the CAD/GIS software, hardware, and associated peripheral devices. Maintains 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

Knowledge of the methods, procedures, and technology of cartographic production, GPS, and/or GIS.

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

Knowledge of the operation of global positioning systems.

Knowledge of the operation and use of field data collection tools.

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

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

Knowledge of map preparation for digitizing and scanning.

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

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 2-3; 275 points

The supervisor defines objectives, priorities, and deadlines for assignments, and provides assistance on the more complex assignments. The incumbent is given latitude for planning and accomplishing work and is expected to exercise initiative and

judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

Factor 3. Guidelines Level 3-2; 125 points

Available guidelines include technical hardware and software publications and reference materials, precedents, planning guidelines, accepted techniques and methodology; and guidance provided by Regional GIS Specialists. Guidelines apply to most situations, but the incumbent must use judgment to select the most appropriate guide from several alternatives and to make minor deviations to meet specific situations, as appropriate.

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.

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

The incumbent performs routine mapping tasks to complete portions of GIS, GPS, and CAD projects. Work products affect the accuracy and timeliness of further processes of overall 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 to move equipment supplies.

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

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

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Cartographic Technician (GIS), GS-1371-06

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

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	550	1-4	Performs tasks requiring various procedures in one or more stages of process; work requires knowledge of a range of basic practices and techniques.
2. Supervisory Controls	275	2-3	Supervisor assists with unusual situations; incumbent plans and carries out steps; work reviewed for appropriateness and technical soundness.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; makes minor deviations.
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 acceptability of <u>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			Prolonged standing,

Demands	20	8-2	bending, lifting.
9. Work Environment	5	9-1	Typical office setting.
TOTAL POINTS	1170		
Grade Conversion	GS-06		



Resources Careers