

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

1. Agency Position No  
S0245

2. Reason for Submission  
NEW

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No

Explanation

7. Fair Labor Standards Act  
Non-Exempt

8. Financial Statements Required  
6-Position does not require financial disclosure.

9. Subject to IA Action  
YES

10. Position Status

11. Position is  
NON-SUPERVISORY

12. Sensitivity  
1 - Nonsensitive/Low

13. Competitive Level Code  
100

14. Agency Use

15. Drug Test Required  
NO

16. ADP Status  
NO

17. 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	Biological Science Technician (Field Assistant)	GG	0404	6	L . P	12/23/2002
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)

19. Name of Employee (if vacant, specify)

20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR	c. Third Subdivision
a. First Subdivision U.S. GEOLOGICAL SURVEY	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

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. Name and Title of Supervisor  
Mark Sogge, Acting Deputy Director, USGS

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature Date  
/s/ Mark Sogge 07/30/2015

Signature Date

23. 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.

24. Position Classification Standards Used in Classifying/Grading Position  
GS-400, GLG for Aid and Tech Work in the Bio Sci  
GS-404, Biological Sci Tech Series

Typed Name and Title of Official Taking Action  
Lorilee Penn Human Resources Specialist

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.

Signature Date  
Lorilee Penn /s/ 12/23/2002

25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

27. Description of Major Duties and Responsibilities (See Attached)

PD Tracking Number 0000828

#### Major Duties

Incumbent performs technical work in a laboratory or field environment in support of professional or technical employees engaged in data collection activities or analysis of biological data collection activities or analysis of biological samples. Performs one or more of the following duties:

--Collects biological, botany, fisheries, or wildlife data from study files or monitoring stations.

--Performs laboratory analysis of biological samples to determine specified chemical, biological, or physical characteristics.

--Operates a government motor vehicle or a boat as an incidental driver.

#### FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION (Level 1-4, 550 points)

Practical knowledge of the techniques and methods and procedures of biological sciences to organize and execute a wide variety of limited operational projects.

Knowledge of routine field data collection procedures in order to collect biological data.

Skill in the operation, maintenance, and servicing of a variety of biological recording and measuring instruments.

Knowledge of procedures and techniques utilized in a biological laboratory for measuring the physical and chemical parameters of organisms.

#### FACTOR 2 SUPERVISORY CONTROLS (Level 2-3, 275 points)

Works under the general supervision of a biological scientist or technician. Assignments involving prescribed or standard methods are given in terms of objectives to be achieved, with general instructions as to methods. Work is completed independently, but unusual problems are referred to the supervisor for guidance. Completed work is reviewed for technical adequacy.

#### FACTOR 3 GUIDELINES (Level 3-2, 125 points)

Guidelines include manuals on techniques of data collection or laboratory analysis, procedural directives, oral instructions, and previously established methods of operating, servicing, installing, and setting up equipment and instruments. These guidelines are detailed and usually are directly applicable to the assigned work. The employee uses judgment in locating and selecting the appropriate guidelines or procedures for assignments. Unusual technical problems for which guidelines are available are handled independently.

#### FACTOR 4 COMPLEXITY (Level 4-2, 75 points)

Assignments normally consist of data collection or laboratory analysis duties that involve standard techniques and procedures. The work requires consideration of varied biological factors and measurement site conditions while assessing the reliability of a measurement or laboratory analysis.

**FACTOR 5 SCOPE AND EFFECT (Level 5-2, 75 points)**

Purpose of the work is to collect data or perform laboratory analysis of biological samples that will be subject to further analysis by scientist or technicians. Work efforts have an impact on the accuracy of reports prepared by the office.

**FACTOR 6 PERSONAL CONTACTS AND**

**FACTOR 7 PURPOSE OF CONTACTS (Level 2-b, 75 points)**

**Personal Contacts**

Personal contacts are with professional employees or technicians in the immediate office or laboratory. There may be some contact with the general public, such as landowners, in conducting day-to-day field activities.

**Purpose of Contacts**

Contacts are chiefly to obtain advice or direction, to clarify or exchange information. Contacts with landowners are to obtain permission for access to property.

**FACTOR 8 PHYSICAL DEMANDS (Level 8-2, 20 points)**

Work is physically demanding and includes walking, bending, climbing, and lifting of equipment up to 100 pounds when in the field, sometimes during adverse conditions.

**FACTOR 9 WORK ENVIRONMENT (Level 9-2, 20 points)**

The work is performed in a laboratory or field environment. Field work involves moderate or sometimes extreme exposure to the discomforts of rain, cold/hot weather, and rapidly running or icy streams and rivers. Special safety precautions are required in many cases, and the employee may typically wear life jackets, special safety boots, waders, and special organism handling gear.

**TOTAL POINTS 1215**

**GRADE CONVERSION GG-06**

**Grade Level Guide for Aid and Technical Work in the Biological Sciences GS-400, 12/91**