

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0302

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

9. Subject to IA Action
YES

10. Position Status

11. Position is
NON-SUPERVISORY

12. Sensitivity
1 - Nonsensitive/Low

13. Competitive Level Code

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	Wildlife Biologist	GS	0486 (31)	5	L . P	11/25/2002
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-482/486, Fishery/Wildlife Biology 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/ 11/25/2002

25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)										
b. Supervisor										
c. Classifier	TLG	6/8/2016								

26. Remarks

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

Major Duties

Performs basic trainee assignments in collecting basic data from field investigations and make observations in which biological conditions are readily identifiable. Reports observations in field notes for use of higher grade-level employees. Searches published technical sources for information on designated topics and prepares summaries for reference of others in the unit.

Assists biologists of higher grade in studying and preparing reports on wildlife biology investigations.

Prepares samples and performs data analysis in an office or laboratory and drafts assigned portions of reports. Prepares graphs and charts.

Prepares correspondence pertaining to technical aspects of the work.

Assists in planning, organizing, and implementing wildlife biology investigations that affect habitat conditions. Prepares reports on progress and result of studies.

Receives training in gathering, organizing, and interpreting biological, ecological, pathological, public use data, or other information pertinent to the research studies and/or scientific investigations.

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points)

Knowledge of wildlife biology theories, concepts, and principles and a working knowledge of related disciplines, such as would be obtained through a bachelors degree program in the biological sciences and/or equivalent work experience sufficient to perform trainee duties.

Knowledge of techniques to gather, present, and analyze scientific data.

Knowledge of techniques to prepare laboratory samples and perform experiments.

Knowledge of computer software and mathematics to perform data analysis.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-2, 125 points)

The supervisor or project leader provides detailed instructions of work to be performed. The incumbent is expected to perform independently those tasks that include simple and direct application of acquired learning. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to the supervisor. As tasks recur, the incumbent performs them with greater independence and less controlled guidance from the supervisor. The work is checked closely during progress, and reviewed in detail on completion.

FACTOR 3 GUIDELINES (Level 3-1, 25 points)

Guidelines include technical manuals, administrative manuals, policy memoranda, and oral instructions that are detailed and directly applicable to assignments. The incumbent must be capable of using judgment to select appropriate guidelines. Deviations are referred to the

supervisor.

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

The work consists primarily of a variety of well-defined tasks in which the incumbent directly applies the principles and methods of biology to assist higher-grade scientists in research or project activities. Assignments are for training purposes and are characterized by standard problems, a limited number of variables, and clearly specified objectives. The factors to be considered vary with each assignment.

FACTOR 5 - SCOPE AND EFFECT (Level 5-1, 25 points)

The purpose of the work is to perform basic support tasks involved in scientific studies. The work affects the quality of scientific data generated by the project supported.

FACTORS 6 & 7 - NATURE AND PURPOSE OF CONTACTS (Level 1a 30 points)

Contacts are primarily with the supervisor and coworkers.

The purpose of contacts is to receive assignments and instructions, obtain or provide factual information, and report on progress or problems.

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

The field work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires moderate physical ability and average agility and dexterity.

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

Work is performed in an office, laboratory, and/or in the field. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. Field and laboratory duties may require the use of special protective gear. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

TOTAL POINTS 1070

GRADE CONVERSION GS-05