

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0306

2. Reason for Submission
NEW

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No

Explanation

7. Fair Labor Standards Act 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)	12	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

Plans and conducts studies, investigations, and tests concerning biological, chemical, and physical processes that affect wildlife resources. Deploys data-collection systems and manipulates and analyzes data from these systems. Analyzes and resolves complex technical problems for which current information is inconclusive, or is in the form of suppositions or theories regarding the effectiveness of certain treatments. Writes comprehensive reports on study findings and recommendations.

Carries out investigations of wildlife conservation, preservation, and propagation issues. Establishes new and modified methods, techniques, and procedures to resolve obscure and novel technical problems; formulates innovative approaches to satisfy specialized and conflicting requirements; and writes reports that detail results and conclusions.

Develops extensive plans for major wildlife projects including estimates of personnel, equipment, materials, and schedules required to carry out highly specialized plans. Recommends major modifications to program objectives and associated documentation in accordance with established program directives.

Conducts program analyses, and reviews results of studies or investigations. Considers the latest technological advances in wildlife resource management in evaluating their potential impact on current and future programs. Writes reports that include recommendations for major changes, elimination, or improvement of operations and program plans.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-7, 1250 points)

Professional knowledge of wildlife biology theories, concepts, and principles and a working knowledge of related disciplines in order to conduct complex biological studies and investigations. Knowledge of specialized equipment used in biological studies to plan, conduct and modify varied and complex scientific tests and compile valid and reliable data.

Ability to analyze complex biological science data, and utilize specialized computer software in order to evaluate varied ecological conditions and diverse scientific processes.

Ability to plan and conduct complex scientific projects and write comprehensive written study reports.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-4,450 points)

The supervisor sets the overall objectives, priorities, and deadlines. The scientist is responsible for independently planning own work, coordinating this work with other scientists, and resolving technical problems. The scientist keeps the supervisor informed of progress and unusual conditions, adverse reactions or publicity that might arise from study findings or conclusions. The individual's analysis, recommendations, and conclusions are relied upon as being technically correct. Completed work is reviewed for adherence to overall program policies, compatibility with other work, and attainment of study objectives and deadlines.

FACTOR 3 GUIDELINES (Level 3-4, 450 points)

The guidelines are primarily bureau policies, operating program guidelines, and scientific reference literature. Precedent studies often provide procedural guides or methodology, but studies typically require that a "tailor made" approach be developed, due to differences in study objectives, the biology of a given study area, depth of investigation, or techniques available for data collection or analysis. The scientist must use resourcefulness and experienced judgment in devising new study techniques, developing methods, or significantly departing from established study practices, as required by unique local conditions. This responsibility requires substantial deviation and departure from precedent study techniques that result in more effective methods. Such methods may be used as prototypes for application by other scientists in the area and elsewhere.

FACTOR 4 COMPLEXITY (Level 4-5, 325 points)

Assignments involve varied duties requiring many different and unrelated processes applied to a broad range of activities that cover a wide geographic area, or substantial depth of analysis. The work involves identification of the boundaries of problems involved, the kinds of information needed to solve extremely complex and unusual problems encountered, and the criteria and techniques to be applied in meeting assignment objectives. The work involves solving problems concerned with novel, undeveloped, or controversial aspects of biology and related disciplines. The problems are complex due to such factors as the abstract nature of concepts and the existence of serious conflicts among scientific requirements, program directives, and administrative requirements.

FACTOR 5 SCOPE AND EFFECT (Level 5-4, 225 points)

The purpose of the work is to investigate and analyze novel and obscure biology resource problems and environmental conditions, and to develop new and improved techniques or criteria for the conduct of projects. The work affects the adequacy of state and county biology resources protection and management activities, as well as the work of program managers or technical specialists in outside agencies.

FACTORS 6 & 7, NATURE AND PURPOSE OF CONTACTS (Level 3b 110 points)

Contacts are with bureau employees and with individuals and groups outside the bureau such as biologists and managers from other agencies, contractors, or the general public.

The purpose of contacts is to coordinate work efforts, solve problems, or provide advice on non-controversial issues.

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

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; and 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 2850

GRADE CONVERSION GS-12