

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

1. Agency Position No.  
S000059

2. Reason for Submission:  Redescription  Reestablishment  New  Other

3. Service:  Hdqtrs  Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

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

Explanation (Show any positions replaced)  
Application of New GS-0400 Standard.  
Standard Position Description  
#S000059

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

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	Interdisciplinary Position	GS		05	dmj	9/21/2006
d. First Level Review	Interdisciplinary Position					
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: Department of the Interior

c. Third Subdivision

a. First Subdivision: U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision: Regions

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.

22. Position Classification Standards Used in Classifying/Grading Position

GS-0400 Classification Standard, Sep. 2005, Primary Standard

Typed Name and Title of Official Taking Action: Alfred W. Massey, Jr. HR Specialist, (Classification)

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: 9/21/2006

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	ck	12/20/10								

24. Remarks: 12/20/10: Corrected FLSA (Block 7) (King)

No changes to this PD may be made except amendments. SPD #S000059 initially dated 4/28/2003. No changes to title, series, grade-cursory review. Final classification based on selection-GS-0401/482/486 - GS-5.

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

## **Standard Position Description #S000059**

### **Interdisciplinary Position – 401, 482, 486 – Grade 05**

Fish and Wildlife Biologist, GS-401-5 Fishery Biologist, GS-482-5 Wildlife Biologist, GS-486-5

#### Introduction:

This is an interdisciplinary position. The employee serves as a Fish and Wildlife Biologist/Fishery Biologist/Wildlife Biologist in a Fish and Wildlife Services Ecological Services Field Office in Region 2. Representative, but not all inclusive duties of this position are illustrated by performance of any combination of the following:

#### Major Duties:

Collects basic data from field investigations of land and water development projects and makes observations in which biological conditions are readily identifiable. Reports observations in field notes for use of higher grade-level employees.

The employee conducts private land habitat restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.

Prepares graphs and charts.

Searches published technical sources for information on designated topics and prepares digests for reference of others in the unit.

Assists biologists of higher grade in studying and preparing reports on proposals of planning agencies, to recognize probable effects on fish and wildlife resources.

Receives cross-training in the interdisciplinary areas of biology to recognize the effects of development projects on fish and wildlife resources.

The employee performs data analysis and writes reports.

The employee prepares correspondence pertaining to technical aspects of

the work.

Helps plan, organize, and implement biological work and/or habitat preservation and development work. Prepares reports on progress and completion of studies, uses data to formulate future programs and effect improvements in management practices.

Helps gather, organize and interpret biological, ecological, pathological, public use, or other pertinent information to insure management plans are current. Assists with implementation of management plans, studies, and investigations required for species propagation/production, resource protection, ecological factors, public information, and other aspects of natural resource management.

Provides assistance in carrying out programs to ensure good relations with local, state, and Federal agencies and communities and to inform and educate the general public with the goals of the program/field office of the Service.

Responds to written, telephone, and in-person inquiries from the public and the news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and Departmental policy.

Factors:

1 - Knowledge Required by the Position – Level 1-5, 750 Points

Position must have basic knowledge of theories, principles and methods of fish and wildlife biology, fishery biology and/or wildlife biology and a basic familiarity with related disciplines, such as would be obtained through a college major in the appropriate discipline or its equivalent, and additional professional work experience or professional education in the appropriate discipline, in order to determine the effects of land and water development projects on the fish and wildlife resources of an area.

Basic knowledge of agricultural and engineering terms, data, structures, facilities and procedures to be able to work with professionals and technicians in these fields, to recognize probable effects on the resources, to read and write reports, etc.

The employee needs to possess skill in presenting data and its analysis to write objective reports requiring a minimum of review and editing.

Skill in mathematics to perform data analysis is necessary.

Skill in operating small motorized watercraft.

Skill in operating motorized vehicles.

Knowledge and skill sufficient to deal with technical and/or administrative problems.

Knowledge in applying precedent, pertinent policies and procedures, and in modifying standard procedures and programs.

Skill in oral and written communications including ability to organize and present evaluations and findings to all levels of management, employees, the media, and the general public.

## 2 - Supervisory Controls – Level 2-1, 25 Points

At this level, this is the beginning trainee developmental stage. The supervisor provides detailed instructions of work to be performed. Biologists of higher grade provide detailed instructions as to practices to be followed, outline objectives of each work operation, check the work closely during progress, and review completed work in detail. The employee is expected to perform independently those tasks which include simple and direct application of acquired learning. Problems previously encountered by the employee are resolved independently. Unusual problems are referred to the supervisor. As tasks recur, the employee performs them under greater independence and less controlled guidance from the supervisor.

## 3 – Guidelines – Level 3-1, 25 Points

Detailed and directly applicable guidelines are available in the form of land and water development manuals, administrative manuals and policy memoranda. The employee must be capable of using judgment to select appropriate guidelines. Deviations from guidelines are referred to the supervisor.

## 4 – Complexity – Level 4-2, 75 Points

The work consists primarily of a variety of well-defined tasks in which the employee directly applies the principles and methods of wildlife and/or fishery biology to assist higher grade biologists in determining the impact of land and water development projects on fish and wildlife resources. 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. Additionally, the employee must use judgment in selecting and interpreting guidelines.

Skill in mathematics to perform data analysis is necessary.

Skill in operating small motorized watercraft.

Skill in operating motorized vehicles.

Knowledge and skill sufficient to deal with technical and/or administrative problems.

Knowledge in applying precedent, pertinent policies and procedures, and in modifying standard procedures and programs.

Skill in oral and written communications including ability to organize and present evaluations and findings to all levels of management, employees, the media, and the general public.

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5 - Scope and Effect – Level 5-1, 25 Points

The purpose of the work is to perform simple research tasks involved in field investigations designed to determine the impact of land and water development projects on the environment. The work affects the efficiency of the unit and also may affect the activities of land and water development agencies.

6 - Personal Contacts

Contacts are with the supervisor, co-workers, and the public subject to the coaching of a biologist of higher grade.

7 - Purpose of Contacts – Factors 6 & 7 – Level 1A, 30 Points

Contacts are to receive assignments and instructions, obtain or provide factual information, report on progress or problems, etc.

8 - Physical Demands – Level 8-1, 5 Points

The 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 average agility and dexterity.

9 - Work Environment – Level 9-1, 5 Points

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The employee is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

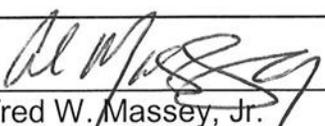
A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The employee is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.

### FES EVALUATION STATEMENT

Title, Series, and Grade: Interdisciplinary Position-GS-0401/0482/0486 – Grade 5

Organization: U. S. Fish and Wildlife Service

Position #: S000059 – Standardized Position Description-No changes to this PD may be made except amendments. SPD #S000059 initially dated 4/28/2003. Classified with GS-0400 Classification Standard and the Primary Standard.

Evaluation Factors	Standards Used (Bmk #, FL#, etc)	Points Assigned	Comments
1. Knowledge Required by the Position - Level 1-5, 750 Points – Position fully meets this Level.			
2. Supervisory Controls - Level 2-1, 25 Points – Position fully meets this level.			
3. Guidelines – Level 3-1, 25 Points – Position fully meets this level.			
4. Complexity – Level 4-2, 75 Points – Position fully meets this level.			
5. Scope and Effect - Level 5-1, 25 Points – Position fully meets this level.			
6. Personal Contacts -			
7. Purpose of Contacts - Factors 6 & 7 – Level 1A, 30 Points - Position fully meets this level.			
8. Physical Demands - Level 8-1, 5 Points - Position fully meets this level.			
9. Work Environment - Level 9-1, 5 Points - Position fully meets this level.			
<b>Total Points:</b> 940		<b>Grade Conversion:</b> GS-05	
<b>Final Classification:</b> Interdisciplinary Position, GS-0401/482/486-07			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		Date <u>9/21/2006</u>	