

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

1. Agency Position No.  
S000060

2. Reason for Submission:  Redescription  Reestablishment  New  Hdqtrs  Field  
 3. Service:  Hdqtrs  Field  
 4. Employing Office Location  
 5. Duty Station

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 #S000060

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  
 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		09	AMM	10-4-2006
d. First Level Review	Interdisciplinary Position					

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  
 a. First Subdivision: U.S. Fish and Wildlife Service  
 b. Second Subdivision: Regions  
 c. Third Subdivision  
 d. Fourth Subdivision  
 e. Fifth Subdivision

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

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

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	Initials	Date	Signature	Initials	Date	Signature	Initials	Date	Signature	Initials	Date
(optional)											
b. Supervisor											

24. Remarks: No changes to this PD may be made except amendments. SPD #S000060 initially dated 4/28/2003. No changes to title series, grade-cursory review. Final classification based on selection-GS-0401/482/486 - GS-9.

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

## **Standard Position Description #S000060**

### **Interdisciplinary Position – 401, 482, 486 – Grade 09**

Fish and Wildlife Biologist, GS-401-9 Fishery Biologist, GS-482-9 Wildlife Biologist, GS-486-9

#### Introduction:

This is an interdisciplinary position. The employee serves as a Fish and Wildlife Biologist, Fishery Biologist, and/or Wildlife Biologist in a Fish and Wildlife Service 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:

Plans and conducts investigations of moderate complexity to determine the impact of various land and water development projects upon the fish and/or wildlife resources of an area.

Reviews and reports on permit applications under the Corps of Engineers, Environmental Protection Agency, or state permit programs.

Plans and conducts inspections of existing projects of moderate complexity to insure that legal standards and other requirements are met and implemented in a manner most beneficial to fish and/or wildlife resources.

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

Assists in the consultation process pursuant to Section 7 of the Endangered Species Act of 1973.

Assists in preparing and reviewing biological implications of environmental assessment/impact statements or comprehensive resource planning reports to evaluate environmental consequences of proposed Federal actions.

Assists in developing comprehensive fish and/or wildlife management plans to insure conservation, protection, and enhancement of fish and/or wildlife and their habitat for a geographic area having a variety of habitat conditions. This requires the ability to develop, coordinate, or review plans that may encompass any and all programs that affect fish and/or wildlife and their habitat conditions including, but not limited to, fire management, moist soil management, cooperative farming,

wetland management, water quantity/quality, timber/forestry, or grassland management and/or restoration.

Assists in developing, directing, and ensuring completion of program objectives and associated documentation on a continuing basis in accordance with established program directives. Conducts on-going analysis of programs and analyzes results of special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination or improvement of operations and program plans.

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.

Reviews new or proposed legislation or regulations, and provides comments on their impact on natural resource management.

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.

Performs data analysis and writes reports to evaluate findings and make broad recommendations.

Attends public meetings and hearings to discuss proposed or existing development projects.

Trains lower graded professional or nonprofessional personnel.

Prepares or guides the preparation of correspondence pertaining to technical aspects of work.

## Factors:

### 1 - Knowledge Required by the Position – Level 1-6, 950 Points

Professional knowledge and experience in fish and/or wildlife biology and a working familiarity with related disciplines in order to determine the effects of land and water development projects on the fish and/or wildlife resources of an area.

Knowledge of agricultural and engineering terms, data, structures, facilities and procedures to work with professionals and technicians in those fields.

Knowledge of environmental laws, executive orders, regulations, and policies so as to ensure that legal standards are met in the review of water resource development projects.

Skill in making close observations to study effects on fish and/or wildlife habitat and to recognize problems, draw sound conclusions on basis of observations, and prepare reports for technical and administrative use.

Skill in applying and adapting established biological, agricultural or ecological procedures and techniques, and in exercising independent judgment in order to make day-to-day decisions.

Skill in verbal and written communications including skill in presenting data and its analysis, and to write objective reports requiring a minimum of review and editing.

Skill in mathematics and statistics to perform data analysis

Skill in planning and originating sound plans, procedures, and schedules.

Skill in operating small motorized watercraft.

Skill in operating motorized vehicles

### 2 - Supervisory Controls – Level 2-3, 275 Points

The supervisor outlines assignments in general terms, specifying objectives and end results. The employee is expected to plan and carry out the assignments, independently in accordance with proven techniques, methods, practices, and previous experience. A higher-graded employee is available to discuss unusual or controversial problems. Supervisor spot-checks work in progress and reviews

completed work for general adequacy and completeness.

### 3 – Guidelines – Level 3-3, 275 Points

Well defined guidelines are available in the form of land and water development manuals, administrative manuals, the statutory provisions of applicable legislation, precedent reports, various journals and papers, policy memorandum etc. The employee uses judgment to select, apply, and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to supervisor.

### 4 – Complexity – Level 4-3, 150 Points

The employee plans, conducts, and reports on investigations to determine the effect of land and water development projects on the fish and wildlife resources of an area, and makes broad recommendations concerning these projects. Assignments are of moderate complexity and the factors to be considered vary with each assignment. The employee must select and interpret appropriate methods from a broad range of standard techniques and procedures when formulating specific work plans. The employee must use judgment to insure that the tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

### 5 - Scope and Effect – Level 5-3, 150 Points

The purpose of the work is to determine the impact of land and water development projects on the fish and/or wildlife resources of an area. Work affects the efficiency and accuracy of the work of the unit, as well credibility with internal and external customers; and also affects the activities of other land and water development agencies.

### 6 - Personal Contacts -

Contacts are with professionals and technicians in the fields of engineering, biology, land and water development agencies, Federal and state agencies, private landowners, and the general public.

### 7 - Purpose of Contacts – Factors 6 & 7 – Level 2B, 75 Points

Contacts are for training and inspecting the work of others, conducting field investigations, explaining conservation or use requirements, monitoring activities, establishing cooperative relationships, and stimulating interest in ecology.

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

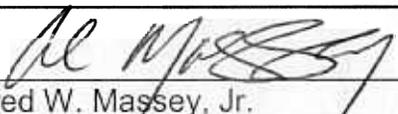
The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The employee is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow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

## FES EVALUATION STATEMENT

Title, Series, and Grade: Interdisciplinary Position-GS-0401/0482/0486 – Grade 9

Organization: U. S. Fish and Wildlife Service

Position #: S000060 – Standardized Position Description- No changes to this PD may be made except amendments. SPD #S000060 initially dated 4/28/2003. Classified with GS-0400 Classification Standard.

Evaluation Factors	Standards Used (Bmk #, FL#, etc)	Points Assigned	Comments
1. Knowledge Required by the Position - Level 1-6, 950 Points – Position fully meets this Level.			
2. Supervisory Controls - Level 2-3, 275 Points – Position fully meets this level.			
3. Guidelines – Level 3-3, 275 Points – Position fully meets this level.			
4. Complexity – Level 4-3, 150 Points – Position fully meets this level			
5. Scope and Effect - Level 5-3, 150 Points Position fully meets this level.			
6. Personal Contacts -			
7. Purpose of Contacts - Factors 6 & 7 – Level 2B, 75 Points - Position fully meets this level.			
8. Physical Demands - Level 8- , 5 Points - Position fully meets this level.			
9. Work Environment - Level 9-1, 5 Points - Position fully meets this level			
<b>Total Points:</b> 1885		<b>Grade Conversion:</b> GS-09	
<b>Final Classification:</b> Interdisciplinary Position, GS-0401/0482/0486-09			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		<u>10-4-2006</u> Date	