

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000103		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Updated SPD Approved for Service-wide use		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station various		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use BUS: 8888		15. Classified/Graded by		Official Title of Position	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review Interdisciplinary (FC: 51)		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
16. Organizational Title of Position <i>(if different from official title)</i> LMRD Biologist		17. Name of Employee <i>(if vacant, specify)</i>		18. Department, Agency, or Establishment Department of the Interior		a. First Subdivision U.S. Fish & Wildlife Service		b. Second Subdivision Region: _____	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		c. Third Subdivision		d. Fourth Subdivision		e. Fifth Subdivision		Signature of Employee <i>(optional)</i>	
20. Supervisory Certification. <i>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</i>		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 <i>(optional)</i>		Signature _____ Date _____	
21. Classification/Job Grading Certification. <i>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.</i>		22. Position Classification Standards Used in Classifying/Grading Position PCS for Prof Work in the Natural Resources Mgmt & Biological Sciences Gp, 0400, 09/05		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.		Typed Name and Title of Official Taking Action S/Megan Dreher/ Supervisory HR Specialist		Signature _____ Date _____	
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks FPL=GS-13; related SPD: S00A103, GS-12; Risk = Moderate; *** Series covered: 0401/0408/0486									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

Standard Position Description #S000103

Interdisciplinary Position:

GS-0401-12/13 (Natural Resource Biologist)
GS-0486-12/13 (Wildlife Biologist)
GS-0408-12/13 (Ecologist)

Introduction:

The incumbent of this position serves as a Senior Biologist for a Land Management and Research Demonstration Refuge (LMRD) within the region having primary responsibilities for coordinating, reviewing, and assisting with the development and implementation of the Refuge LMRD program. The incumbent assists and provides technical advice to land and wildlife resource managers throughout the Region in implementing habitat management plans. Provides technical assistance to State and Federal land management agencies, flyway councils, and private conservation organizations. The incumbent oversees all aspects of the LMRD program activities and develops, coordinates and implements public outreach and off-refuge management projects. The incumbent coordinates training opportunities for wildlife and habitat management experts and employees from the National Wildlife Refuge System, and foreign and domestic institutions. The incumbent also identifies, coordinates and conducts wildlife and habitat management research that addresses the needs of the refuge or refuge complex at a broad geographical scale as it relates to long-term Regional management planning. The incumbent is responsible for publishing articles in professional journals and other outlets and presents findings at professional and local meetings.

A. Major Duties:

Incumbent is responsible for statistically designing, prioritizing, scheduling, coordinating, analyzing, and validating results of all wildlife and habitat related studies and research for the LMRD to achieve refuge, regional, national, and ecosystem goals and objectives. Provides management recommendations to Project Leaders, upper management, and other refuge partners.

Incumbent is considered a wildlife and habitat expert, designing and implementing complex analytical and statistical management processes for Service and non-Service professionals to produce scientifically based results in a variety of sensitive and potentially contentious land and wildlife management initiatives.

Responsible for synthesizing available and existing research results, field data and other information accumulated in various refuge research and similar reports, files and other sources, into meaningful and useful summaries and format. This includes preparation of data for computer applications and using statistics to analyze data.

Provides biological expertise, advice and technical assistance to refuges, other federal, state, or private organizations, on the application of biological techniques, accepted scientific methodology and priority needs concerning land management practices.

Maintains liaison with research specialists, Federal and State agency biologists, and private entities involved in developing new techniques and methods related to wildlife and habitat management. These contacts foster an exchange of new developments, and ideas, and provide information to refuge management. Promotes research on refuge lands, especially to address refuge needs, coordinates with the Biological Resource Division of USGS, and Universities. Publishes technical reports and articles in scientific journals. Identifies continuing education needs of refuges staff. Promotes outreach opportunities to other federal, tribal, state, or private organizations, and the international conservation community. Develops seminars, workshops, literature compilations, and other methods to address these training needs. Provides and facilitates transfer of technical biological information and assistance to project leaders, refuge managers, and biologists. Provides field personnel with current information about new management approaches, wildlife species needs, and habitat ecology.

Works with Regional Refuge Biologists to develop wildlife inventory and habitat monitoring procedures that are applicable to other refuges and ecosystems. Procedures will promote consistency in data collection to allow for exchange of information and evaluation among refuges and ecosystems. Data will be used for refuge-specific management actions and coordinated management programs among refuges throughout the Nation.

Coordinates with other LMRD biologists, Regional Refuge Biologists, Refuge Biologists, project leaders of home sites, and the program coordinator in the Washington Office to evaluate or identify biological needs, programs, or policy development that will influence refuge biological priorities, techniques, and procedures nationwide.

Keeps current on new biological and ecological management techniques, policies and issues

B. Factors:

1. Knowledge Required by the Position

Mastery of the principles, theories, methods and practices of wildlife biology, conservation biology, wildlife and ecosystem management, research and a comprehensive knowledge of their application in the field as it relates to management of National Wildlife Refuges. Is considered a technical expert in relevant fields such as wildlife management, ecological functions and processes of habitat associations, and other applicable disciplines. Knowledge must often be applied to development of new methods for dealing with or solving controversial issues. Expert knowledge of a variety of natural resource and biological disciplines, especially as they relate to management of national wildlife refuges. This includes taxonomy, botany, ecology, biological

diversity, zoology, and natural resource and habitat management. Must be able to work effectively with others to implement complex and extensive programs.

Comprehensive expertise in the advances in the wildlife management field and major plant and ecological associations indigenous to the area, and ability to observe, identify, and record various related data.

Knowledge of Federal migratory bird, endangered species, and national wildlife refuge laws, regulations, and other related governmental, departmental, and Service policies, programs, goals, and objectives, especially as they relate to management of national wildlife refuges.

Comprehensive knowledge and ability to use computer applications in managing, analyzing, and presenting biological data.

Ability to effectively communicate orally with diverse individuals and groups to coordinate work and provide training.

Ability to effectively communicate in writing with a diverse audience to write reports and present qualitative data.

2. Supervisory Controls

The supervisor provides broad areas of direction by outlining general objectives and basic direction. The incumbent independently determines the validity and applicability of activities and carries out complex and nationally significant programs, projects, and investigations. The incumbent insures these activities meet legal, policy and overall Service objectives and priorities. Supervisory guidance is only necessary when projects involve highly controversial issues or when decision outcomes may have significant and far-reaching implications. In such cases, issues are discussed with the supervisor in relation to legal and policy requirements prior to final implementation. The incumbent interprets and applies program policy in terms of established objectives and keeps the supervisor informed of progress and potentially controversial problems, concerns, and issues of major magnitude. Incumbent's recommendations, decisions and products are considered technically and scientifically authoritative to meet the legal and policy and habitat requirements of the entities and issues involved and are usually accepted or implemented without modification. When work is reviewed, it is primarily in relation to broad policy requirements and administrative controls.

3. Guidelines

Guidelines for conducting the Land Management and Research Demonstration Refuge program include Service and Departmental regulations; policy memoranda; administrative, Service, and refuge manuals; specific operating guidelines; oral and written communication from supervisors; and annual work plans. The incumbent may promote the development of new policies to deal with specific program issues. While

written guidelines are generally applicable, the incumbent will at times make independent judgments to modify or develop new techniques for accomplishing objectives. These adaptations are often dependent upon the degree of complexity or controversy involved and may require developing new methods for obtaining effective results on issues that are unique and of regional, national, and ecosystem significance.

4. Complexity

The incumbent's duties include technical and managerial elements, and involve promoting sound fish and wildlife management, conservation biology, and habitat management principles, theories, practices and methods on National Wildlife Refuges throughout the Region. Incumbent carries out assignments which require highly developed and experienced judgment and a great deal of originality and resourcefulness. Incumbent works on matters involving controversy, inadequate data, inconsistent procedures, or lack of guidelines. Incumbent may be called upon to develop new approaches, methods, and techniques compatible with other planning efforts to achieve program goals and objectives. Successful accomplishment of the position's responsibilities requires the ability to work with a variety of other Service personnel, state and private conservation personnel, the public, and the academic community.

Projects involve developing justifications, objectives, experimental designs and appropriate methodologies for research and or field investigations to help solve complex management problems of regional and national significance in sometimes highly contentious environments. The job requires analyzing and interpreting available data; integrating results of other studies reported in the literature; and recommending for management, through written reports to Service and other agency officials, applicable techniques and actions for wildlife and land management on Service, other federal and private lands.

Many phases of the job are complex, requiring originality, initiative, and good judgment in execution. Projects often require application of advanced technology in wildlife biology and habitat management, innovation and original project design to acquire reliable and scientifically credible knowledge, and to anticipate future trends in a complex set of resource management issues.

5. Scope and Effect

The nature and scope of the work involves developing new or improved techniques, validating existing and proven techniques, and/or criteria for the conduct of resource conservation and management projects.

Because of the diversity of National Wildlife Refuges and their importance in protecting and managing our Nation's wildlife and ecological heritage, incumbent activities may have local, regional, national, and international implications. The incumbent's activities will specifically influence biological management actions on Refuges, and generally, the

entire biological program, throughout the Region. Incumbent must work effectively with other Service personnel and others outside the Service. The employee's close contact with other institutions and State agencies affects the professional image of the Service as a natural resource agency. Major emphasis is placed on planning, developing, and executing habitat management research which allows the best contribution toward wildlife resources to be realized on refuges within the Region.

Results of research investigations and management studies may result in major revisions of habitat and population management plans and are published in both popular and peer-reviewed technical outlets and oral presentations are delivered at local, national, and international symposia and conferences.

6. Personal Contacts

Primary contacts are with the regional office and field station staffs of the Fish and Wildlife Service and Service staff from other Regions. Contact is also made with technical subject matter specialists, contractors, State DNRs, special Interest groups, Universities, the general public, the Washington Office, and on occasion Congressional staff.

7. Purpose of Contacts

Contacts within the immediate organization are to plan, direct, and implement programs and to resolve problems or determine actions. Contacts are often to exchange information, resolve problems, and to provide or seek technical assistance from other biologists or resource managers. Contacts with counterparts in local, state and other federal agencies are to share management and research information and problems related to interagency management issues and programs. Contact with the public or media will generally be to provide information and answer questions, often on controversial issues or situations. Contacts are for resolving immediate and long range problems, assuring effectiveness, and stimulating interchange of information and ideas. The incumbent must often exhibit a high degree of tact and political awareness.

Contacts with university faculty and students, USGS / BRD, and other interested institutions are to review, coordinate and clarify research requests, help design graduate research investigations, and provide seminars and tours regarding refuge management and research activities.

8. Physical Demands

The work is conducted in both an office and field setting. Approximately 40% of the work is sedentary while the remaining 60% will involve physical activity to conduct field research and outreach activities. Work requires average agility and dexterity. The work requires some physical exertion such as walking in marshes and swamps, over wet rough or uneven terrain; bending, crouching stooping, stretching, climbing or similar activities. 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.

9. Work Environment

The office is adequately lighted, heated, and ventilated. Outside work may involve temperature and weather extremes. The Incumbent may be required to travel to attend meetings, training, conferences, and workshops. The incumbent may at times be exposed to environmental hazards such as Lyme disease, or other insect-borne diseases.