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

1. Agency Position No.: S000343

2. Reason for Submission: ☐ Redescription ☐ Reestablishment ☑ New ☐ Other

Explanation *(Show any positions replaced)*: Approved for Service-wide use

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

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☑ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code:

14. Agency Use: BUS:7777

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	Wildlife Biologist	GS	0486	07	LJ	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*:

17. Name of Employee *(if vacant, specify)*:

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

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

b. Second Subdivision: Region _____

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.

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:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

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.*

Typed Name and Title of Official Taking Action: S/LaShauna Jones/ HR Specialist (Class/Comp)

Signature: Date:

22. Position Classification Standards Used in Classifying/Grading Position: OPM Job Family Guide for Professional Work in the Natural Resources and Biological Science Group, GS-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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: No changes can be made to this PD except for amendments.
FPL: 09 (see S000344, S000342) Risk Designation/Drug Test: determined upon selection

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

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

1. Agency Position No.: S000342

2. Reason for Submission: ☐ Redescription ☑ New ☐ Reestablishment ☐ Other

Explanation *(Show any positions replaced)*: Approved for Service-wide use

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

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☑ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code:

14. Agency Use: BUS:7777

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	Wildlife Biologist	GS	0486	05	LJ	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*:

17. Name of Employee *(if vacant, specify)*:

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

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

b. Second Subdivision: Region _____

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.

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:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

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.*

Typed Name and Title of Official Taking Action: S/LaShauna Jones/ HR Specialist (Class/Comp)

Signature: Date:

22. Position Classification Standards Used in Classifying/Grading Position: OPM Job Family Guide for Professional Work in the Natural Resources and Biological Science Group, GS-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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: No changes can be made to this PD except for amendments.

FPL: 09 (see S000344, S000343) Risk Designation/Drug Test: determined upon selection

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

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

1. Agency Position No.: S000344

2. Reason for Submission: ☐ Redescription ☑ New ☐ Reestablishment ☐ Other

Explanation *(Show any positions replaced)*: Approved for Service-wide use

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

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☑ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code:

14. Agency Use: BUS:7777

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	Wildlife Biologist	GS	0486	09	LJ	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*:

17. Name of Employee *(if vacant, specify)*:

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

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

b. Second Subdivision: Region _____

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.

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:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

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.*

Typed Name and Title of Official Taking Action: S/LaShauna Jones/ HR Specialist (Class/Comp)

Signature: Date:

22. Position Classification Standards Used in Classifying/Grading Position: OPM Job Family Guide for Professional Work in the Natural Resources and Biological Science Group, GS-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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: No changes can be made to this PD except for amendments.
FPL: 09 (see S000343, S000342) Risk Designation/Drug Test: determined upon selection

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

Wildlife Biologist, GS-486-5/7/9
Standard Position Description

A. INTRODUCTION

This is a standard position description established as a career ladder Wildlife Biologist, covering work at an entry level of GS-05, progressing through an intermediate level of GS-07, and resulting in a full performance at the GS-09 grade level. The duties and responsibilities reflected within this position description describes what is expected at the GS-09, full performance level, *(FPL).* Wildlife Biologists, GS-486-09, FPL positions are found at national wildlife refuges, refuge complexes or other biological field stations and are responsible for carrying out professional work in the biological sciences or related natural science field. Duties and responsibilities at the FPL are primarily to design and conduct studies of species and their habitats, collect data for such studies, analyze the data, make recommendations to alter wildlife management plans, and prepare reports.

The ***statements of difference*** for the career ladder arrangement of this position are outlined as follows:

At the GS 5 entry-level, the position requires basic professional knowledge in biological sciences and/or natural resources that has been acquired through a formal education at a college and/or university with the skill to perform conventional scientific or natural resource tasks of limited and well established boundaries (incumbents at this level typically have little to no specialized experience in the field); the incumbent works under close supervision, performs work that is specific and clearly defined, and assignments require routine supervisory review during and upon completion; and guidelines and procedures used are specific, detailed, and are directly applicable to the assignment or specialization. (Job description # S000342).

As experience is gained, the incumbent may be noncompetitively promoted to the GS-07. Biologists at the GS-07 level perform assignments that are more complex in nature than that performed at the GS-05 level but less than would be expected at the FPL (GS-09). The work requires increased responsibility in applying knowledge of the organizations programs laws and related biological disciplines to independently carry out routine assignments; supervision becomes more general in nature with assignments increasing in complexity allowing for the incumbent to carry out routine assignments that are specific and well-defined for the purpose of developing the his/her ability to gather, interpret and analyze biological information independently. Assignments involve analyzing and evaluating diverse habitat conditions and identifying a course of action that require unrelated steps, processes or procedures. Work is reviewed upon completion for accuracy and conformance to instructions and guidelines. (Job description # S000343)

At the GS-9, (FPL) the employee has assumed the knowledge of the organization along with the experience necessary to work independently, fully carrying out all biological and natural resource functions and responsibilities as described. (Job description # S000344)

B. MAJOR DUTIES

25-45% Plans and executes wildlife surveys to determine population trends, patterns in reproductive success, timing of nesting events, and other demographic parameters of a suite of indicator species.

15-25% Writes reports from monitoring data and presents results at technical meetings and in peer-reviewed literature.

10-15% Maintains contacts with state agencies like the Department of Fish and Game, other Federal agencies like the Environmental Protection Agency, National Marine Fisheries Service, Universities, private research groups and Native organizations.

5-10% Uses standard techniques to collect, identify, preserve and catalog specimens. Refines databases for biological data and keeps databases current. Enters and accesses data in geographic information systems (GIS), analyzes data using tools such as statistical and GIS systems software.

5-10% Researches and reviews natural resource state and federal laws, regulations, and international treaties and agreements, such as the Endangered Species Act, Migratory Bird Treaty Act, Marine Mammal Protection Act in order to perform duties.

10% Helps train and supervise seasonal employees and volunteers engaged in technical work and assists in public outreach activities by preparing materials used to inform the public on program activities.

5% Assembles and maintains field camp supplies and equipment for extended monitoring projects.

[ ] When applicable, operates small boats, snowmobiles, four-wheel all-terrain vehicles, motor vehicles, and/or other light equipment for official purposes. May also carry and use a firearm for animal defense, as necessary.

C. FACTOR EVALUATION

Factor 1. Knowledge Required by the Position

Professional knowledge of the theories, principles, concepts, and methods of wildlife biology; basic knowledge of related biological and physical science disciplines such as botany, chemistry, hydrology, entomology, limnology, parasitology, and ecology to perform conventional scientific or natural resources management tasks that have well-established boundaries and procedures.

General knowledge of natural resource state and federal laws, regulations, and international treaties and agreements, such as the Endangered Species Act, Migratory Bird Treaty Act, Marine Mammal Protection Act to expand the employee's understanding of concepts, program

requirements and procedures.

Basic oral and written communication skills to include technical writing methods to prepare reports using specific biological data for presentation in meetings and other peer-review gatherings.

Skill in data collection, analysis and presentation using a computer and a variety of software (such as word processing, spreadsheets, data base management, graphics, statistical analysis, and GIS) to compile and record biological information.

For positions involving interaction with American Indians or Natives, knowledge of the culture, tradition and use of natural resources for subsistence and other purposes, and ability to interact in a culturally sensitive, tactful, and objective manner.

Knowledge of logistics to efficiently conduct and complete projects in remote field locations.

When applicable, skill and knowledge in operating small boats with outboard motors and/or motorized vehicles to reach field locations; skill and knowledge in running field camps and knowledge of the materials needed to carry out an effective field investigation.

May require knowledge of applicable field safety standards for use of a fire arm when applicable.

Factor 2. Supervisory Controls

The supervisor assigns work in terms of the objectives of the assignment, priority, and deadline. The incumbent independently plans and implements projects, selecting the approaches and methods to be used. The supervisor reviews the work for adequacy, technical soundness, and accomplishment of the specified objectives.

Factor 3. Guidelines

Guidelines include Service and Regional policies and procedures, approved management study proposals, approved wildlife inventory plans, annual work plans, memoranda and directives issued by the Project Leader and Regional Office, Code of Federal Regulations, circular letters, published and unpublished scientific literature, Service directives, and state fish and game regulations. The incumbent is required to exercise judgment to interpret and adapt guidelines to the particular situation or problem. The incumbent determines when a problem requires additional guidance.

Factor 4. Complexity

The work involves assisting with study planning and collecting and analyzing scientific data. Data are used to make determinations about effects of various types of disturbances to primary wildlife populations; therefore, sound scientific methods are required in data collection. The incumbent will need to work closely with the other office and Regional staff to become familiar

with how regional marine and/or terrestrial ecosystems function and with potential conflicts. To effectively interact with all the potential partners, the incumbent will need to be familiar with the various data that can be used to test hypotheses about causes for ecosystem changes and provide appropriate data to interested users. The incumbent may need to help with special projects that require environmental impact statements, compatibility evaluations, coastal zone management permits, etc., which adds to the complexity of carrying out operations. Although standard protocols are developed for recurring surveys, local situations sometimes require departures from established procedures. Sound professional judgment is required to determine when and how to modify procedures. Some of the situations that require immediate decisions have limited precedents to follow. Originality and good judgment must be used in identifying and solving problems and evaluating ongoing programs. Logistics is one of the most complex problems in planning and conducting field work in remote areas. The incumbent needs to have a thorough understanding of options for travel and use sound judgment in preparing for extended camps in remote areas. The Service's work is often controversial due to differing priorities and goals of the stakeholders and the incumbent must be aware of the conflicting scientific, political, cultural, and economic influences.

Factor 5. Scope and Effect

The primary purpose of the position is to perform professional biological work including study design, data collection, analysis, and/or reporting. The work affects the adequacy and accuracy of baseline and issue-specific biological knowledge and serves as a basis for resource conservation and management decisions. The work may indirectly have economic or cultural impacts on resource users.

Factor 6. Personal Contacts

Contacts are with biologists, project leaders and supervisors at field stations; Regional Office and Washington Office staff; professionals in other State and Federal wildlife and natural resources agencies; members of non-governmental organizations, various local governments and businesses such as village and regional native corporations, academia and the general public. In addition, contacts will be maintained with a number of university, agency, and private scientists groups.

Factor 7. Purpose of Contacts

Contacts are for the purpose of giving and receiving information or instructions, and to coordinate wildlife programs and investigations. Contacts may take place in meetings, in the office, or in the field, and may be structured and planned in advance or ad hoc. Information will range from simple to highly technical. Incumbent may deal with individuals or groups with divergent points of view or responsibility and must be able to establish appropriate and effective methods to implement or communicate Service objectives, goals and responsibilities.

Factor 8. Physical Demands

The job involves a substantial amount of field work. When engaged in field activities, the work is at times strenuous, requiring 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. Travel to remote study sites will be required via boats, small aircraft, snowmobiles, all-terrain vehicles, and/or on foot. Extended periods of camping in tents or cabins in remote field camps may occur. Incumbent must be able to cope with the pressure of short time deadlines, responsibilities of logistics to remote areas, cultural conflicts, and adverse weather conditions. The incumbent may be required to lift objects weighing up to 50 pounds.

Factor 9. Work Environment

The work requires both office and outdoor work. The office is adequately lighted, heated and ventilated. Frequent travel by various means of surface and air transportation is required to attend meetings and to conduct field work. A variety of temperature and weather extremes may be encountered while in the field. The incumbent may be subject to large numbers of biting insects and may be required to work in close proximity to large animals such as bear and moose. He/she may need to carry a firearm for personal protection from wildlife. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property.