

EVALUATION STATEMENT

Position Number: S000344

Proposed Title/Series/Grade: Wildlife Biologist, GS-0486-09

Location: Various

References: OPM Job Family Standard (JFS) for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400, dated September 2005

Background: The proposed action is to reclassify multiple GS-0486 Wildlife Biologist positions by standardizing the position descriptions for grades GS-05 through GS-12 throughout the National Refuge System. This proposed position reflects the standard PD for Wildlife Biologist, GS-0486-09.

Series/Title Determination: The purpose of this position is to plan and conduct surveys and 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 duties of this position requires the incumbent to use standard techniques to collect, identify, preserve and catalog specimens; refine databases for biological data and keep databases current; enter and access data in geographic information systems (GIS); analyze data using tools such as statistical and GIS systems software; and research and review state and federal laws regarding natural resources

Within the GS-0400 Natural Resources series, the GS-0486 Wildlife Biologist series covers positions that “manage, supervise, lead, or perform professional, research, or scientific work that involves conserving, propagating, managing, protecting, and administering wildlife species”. “Wildlife biology involves dealing with the ecology, behavior, and conservation of wild animals and coordinating wildlife management programs with other natural resources activities, such as land use planning and forest and range management.”

This proposed position clearly meets the GS-400P/0486, Wildlife Biology series definition. The duties require the training and education of a wildlife biologist to plan and conduct surveys and studies of species and their habitats for the conservation and protection of wildlife at a National Wildlife Refuge. Based on the above discussion, the title and series for this position is Wildlife Biologist, GS-0486.

Grade Level Determination: The OPM Job Family Standard (JFS) for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400, dated September 2005 provides grade level criteria through the use of nine factors in accordance with the OPM Factor Evaluation System. The GS-0400P job family standard also provides factor level criteria for individual GS-0400 occupations (i.e., Wildlife Biologists, GS-0486) at certain grades and certain factors. The following is a determination of assigned levels per factor for the proposed Wildlife Biologist, GS-0486 positions.

Factor 1. Knowledge Required by the Position

The duties of this proposed position require 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; 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; basic oral and written communication skills to include technical writing methods; skill in data collection, analysis and presentation; ability to use computer equipment and a variety of software (such as word processing,

spreadsheets, data base management, graphics, statistical analysis, and GIS; and, knowledge of logistics to efficiently conduct and complete projects in remote field locations. These knowledge, skills and abilities are needed to plan and conduct surveys and 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 duties of this position requires the incumbent to use standard techniques to collect, identify, preserve and catalog specimens; refine databases for biological data and keep databases current; enter and access data in geographic information systems (GIS); analyze data using tools such as statistical and GIS systems software; and research and review state and federal laws regarding natural resources

The duties of this position exceeds FL 1-5 which describes an advanced training level position requiring knowledge of, and skill in applying basic concepts, principles, and methodologies of the field sufficient to: perform conventional scientific or natural resources management tasks that have well-established boundaries or expectations; and complete developmental assignments that expand the employee's understanding of concepts and underlying principles; and/or program requirements and procedures. The proposed position goes beyond a trainee position in that duties require the incumbent to apply biological science theories, concepts and principles to design, plan and conduct surveys, field investigations, and studies of a variety of wildlife (some of which maybe be endangered/threatened) at a national refuge, when conditions may not be of a conventional nature, and at times, the boundaries or expectations of studies/investigations are not well established or known.

The knowledge, skills and abilities required to perform the duties of this position meets FL 1-6 which applies to positions requiring "knowledge of and skill in applying the concepts, principles, practices, and methodology of the field; the organization's programs and their governing laws and regulations; related mathematical and/or biological disciplines; and Federal, state, local, and/or tribal laws and regulations; and/or: recognized reference standards; medical and legal requirements; and regulatory agency requirements sufficient to: independently perform recurring, well-precedented projects using standard methods and techniques; identify and resolve problems; provide technical advice to laymen; evaluate requests for access and use of public lands; and prepare routine reports and make presentations; and/or to: set up and implement new procedures; establish quality controls; ensure proper collection and preservation of specimens; perform and monitor the full range of specialized tests and non-routine procedures for which there are standard methods and techniques.

Position does not meet FL 1-7 which is assigned to positions that require a wide range of principles, concepts, and practices of wildlife biology and wildlife habitat management; related disciplines, such as conservation biology, soil science, botany, ecology, hydrology, and statistics; agricultural practices; and agency policies and procedures. These knowledge, skills and abilities at FL 1-7 are needed to develop and implement wildlife and habitat inventory, monitoring, and research protocols; analyze and evaluate the impact of a wide range of intensive resource management techniques on wildlife; modify standard techniques, processes, and procedures to overcome significant resources problems related to species production, protection, and habitat restoration; develop habitat management prescriptions that significantly depart from previous approaches to achieve habitat and wildlife population goals; prepare, execute, and evaluate annual and long-range wildlife management plans; and prepare scientific reports and presentations. The duties of this position do not require the incumbent to modify standard techniques, processes and/or procedures, do not significantly depart from previous approaches, and do not involve long-range planning. The duties of this position are not involved with significant, new and unprecedented activities.

This position meets Factor Level 1-6 which is assigned 950 points.

Factor 2. Supervisory Controls

The incumbent reports to the Refuge Manager or Complex Refuge Manager. The incumbent and Refuge Manager together develop work to be accomplished, scope of work, and deadlines. The incumbent is responsible for planning and carry out work performed. Day-to-day activities are performed with considerable independence. The work is reviewed for adherence to policies and attainment of objectives. Completed work is reviewed by the Refuge Manager for compatibility with Refuge, Complex, Regional and national refuge system goals, guidelines, and effectiveness in achieving objectives.

Position clearly meets FL 2-3 where the supervisor provides general guidance on program goals and objectives. The incumbent works independently to establish timelines, develops a work schedule, accomplishes required tasks and submits finished work products to the supervisor for final review and approval. Decisions, recommendations, and commitments are evaluated for conformity to policy. Completed work and recurring reports are reviewed for conformance to requirements and technical soundness.

The position does not meet FL 2-4, where within a framework of priorities, funding and project objectives, the supervisor and incumbent develop a mutually acceptable plan, which includes the identification of work to be done, as well as the scope and deadlines for its completion. The incumbent is delegated complete responsibility and authority to plan, schedule and carry out major biological projects. The incumbent is subject only to review of meeting overall objectives. The incumbent of proposed position is not delegated responsibility to plan and carry out major biological projects – but rather is assigned smaller projects, or portions of major projects. In addition, the supervisor of this position provides guidance on program objectives, and reviews work.

This position meets Factor Level 2-3 which is assigned 275 points.

Factor 3. Guidelines

Guidelines include FWS and Regional policies and procedures, approved management study proposals, approved wildlife inventory plans, annual work plans, memoranda and directives issued by the supervisor 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, due to gaps in specificity, or unusual situations/problems. However, incumbent works under approved plans and directives; additionally, unprecedented work is rare.

Position exceeds FL 3-2 where guidelines address established procedures/techniques and provide clear precedent, referring to supervisor when existing guidelines do not address the situation.

The guidelines available for this position do not always cover assignments, which may at times be lacking specifics, or may involve unusual situations and clearly meets FL 3-3 where the employee uses a wide variety of reference materials and manuals; however, they are not always directly applicable to the work or have gaps in specificity. Available precedents outline existing approaches to more general problems or issues. At this level the employee uses judgment in selecting, interpreting, and applying available guidelines for adaptation to specific problems or issues.

This position does not meet FL 3-4 where work may often be unprecedented, where guidelines do not apply, where guidelines specific to assignments are often scarce, not applicable and require incumbent to develop new methods/procedures. Most of the work of this position has precedent, however, at times the work may have unusual situations/problems.

This position meets Factor Level 3-3 which is assigned 275 points.

Factor 4. Complexity

At FL 4-3, positions perform research, testing, or natural resources management functions and duties that require unrelated steps, processes, methods, or procedures. Tasks may include: analyzing and evaluating diverse environmental conditions and proposed natural resources management actions changing habitat conditions; applying well established methods and concepts; and/or conducting surveys. To decide what needs to be done, the employee analyzes, evaluates, and selects an appropriate course of action from many known alternatives that concern, impact, or involve: the condition of the environment; the value of various practices; compliance with legally mandated actions and conditions; risk to the environment and to the local economy; proposed sites for revegetation, reforestation, roads, and other uses; and commercial or recreational use of natural resources; biological or other scientific properties of substances or items; and assessing the effectiveness of known control measures. The employee identifies, interprets, analyzes, and applies a range of established approaches and solutions to tests, problems, or issues.

This position clearly meets this factor level (i.e., 4-3), in that position is responsible for conducting surveys and studies, and collecting and analyzing scientific data which is used to make determinations about effects of various types of disturbances to primary wildlife populations, requiring at times, that the incumbent use different processes, methods and procedures. The incumbent is familiar with the various data that can be used to test hypotheses about causes for ecosystem changes and provide appropriate data to interested users. In addition, incumbent will assist others in developing data/information for portions of special projects (i.e., environmental impact statements, compatibility evaluations, coastal zone management permits, etc.,). At times, incumbent must modify procedures/steps to accomplish work.

The work of this position does not meet Factor Level 4-4 which involves a variety of 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 (i.e., planning, researching, analyzing, coordinating, implementing, designing, monitoring, developing, etc.) and broad and diverse biological programs often involving sensitive and complex migratory bird and endangered species issues and evaluation of habitat classification and ecological production functions. Problems encountered may involve unprecedented, undeveloped, or complex aspects of wildlife biology and related disciplines often due to such characteristics as the abstract nature of the concepts, or the existence of serious conflicts among scientific requirements, program direction, and administrative requirements. Incumbent develops new approaches, techniques and methods and must be able to develop strategies based on trends/patterns in natural resource uses and demands. The duties of this position do not require the incumbent to develop new approaches and strategies; rarely would there be an abstract nature of concepts involving assignments, and serious conflicts among scientific requirements/programs/and administrative issues.

This position meets Factor Level 4-3 which is assigned 150 points.

Factor 5. Scope and Effect

The primary purpose of the position is to provide plan and conduct scientific surveys, investigations and studies of wildlife species and their habitat for the national refuge under the jurisdiction of the Service in an assigned area. The incumbent identifies common problems and issues and resolves a variety of problems, questions, or conditions in accordance with established precedents and practices. The work results affect the Service's credibility with customers/stakeholders, and the adequacy, accuracy and effectiveness of activities.

Position exceeds FL 5-2 which is applied to advanced developmental assignments designed to expose the

employee to varied processes, and a wide range of standards, procedures, theories, principles, and applications; common issues and problems; and a complete segment of an assignment or a project.

Position meets FL 5-3 which includes positions responsible for investigating, analyzing, or advising on a variety of conventional resource or refuge problems and environmental conditions in accordance with established criteria; identifying common problems involving plant and animal diseases, habitat conditions, or environmental impacts from recreational, commercial, and industrial operations; and ensuring the effective development and use of multiple-use resources areas at the local level. The work results affect the: agency credibility with internal and external customers; and adequacy, accuracy, and effectiveness of activities, such as field investigations, research studies, or laboratory services; and/or efficient utilization, development, protection, and management of natural resources and socioeconomic well-being of lease and permit holders and other users of natural resources. This position is responsible for identifying, analyzing and resolving a variety of conventional refuge problems and environmental conditions involving the use of established criteria which is not precedent setting. In addition to work impacts refuge's internal staff and external stakeholders.

Position does not meet FL 5-4 where work may often be unprecedented, where guidelines do not apply, requiring the development of new methods/procedures and processes to address problems, ensure research studies address refuge specific wildlife biology issues/concerns, and the development of plans and strategies for the biological program of the refuge/refuges.

This position meets Factor Level 5-3 which is assigned 150 points.

Factors 6/7. Personal Contacts/Purpose of Contacts

Personal Contacts. Position clearly meets FL 6-3 in that contacts for this position are biologists, project leaders and supervisors at field stations, complexes, regional offices, and the Washington, D.C. office staff; professionals and elected officials in other county, state and federal wildlife and natural resources agencies; members of non-governmental organizations, scientific groups and various local governments and businesses such as city and regional corporations, American Tribal representatives; academia and the general public.

Purpose of Contacts. Position clearly meets FL 7-B in that contacts are to provide or obtain information regarding the biological programs. Position does not meet FL 7-C where employees make recommendations; ensure responses to inquiries regarding the biological program; resolve issues of concern; and influence/persuade/justify/defend to senior management regarding changes to biological programs.

This position meets Factor Level 6/3 and 7/B which is assigned 110 points.

Factor 8. Physical Demands

Position exceeds FL 8-1 and meets FL 8-2 in that the work of this position 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.

This meets Factor Level 8-2, which is assigned 20 points.

Factor 9. Work Environment

Position exceeds FL 9-1 and meets FL 9-2 in that 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.

This position meets Factor Level 9-2 which is assigned 20 points.

The following is a break down by Factor Levels assigned and corresponding points.

<u>Factor</u>	<u>Level</u>	<u>Points</u>
1. Knowledge Required by the Position	1-6	950
2. Supervisory Controls	2-3	275
3. Guidelines	3-3	275
4. Complexity	4-3	150
5. Scope and Effect	5-3	150
6. Personal Contacts and	3-B	110
7. Purpose of Contacts		
8. Physical Demands	8-2	20
9. Work Environment	9-2	20

TOTAL POINTS 1950

A total of 1950 points is assigned and falls within the GS-09 range (1855 – 2100) in accordance with the point to grade conversion charts in the GS-0400 standard. Based on the assigned factor levels and points, this position is evaluated at the GS-09 level.

Conclusion: The appropriate classification for this position is Wildlife Biologist, GS-0486-09.

Other Position Information

FLSA: Non Exempt

BUS: 7777

Financial Disclosure: No

Position Risk Designation: Low/Moderate

Drug Testing: Yes/No

Please Note: Drug test determination and risk designation level are dependent upon the position's requirement to carry and use a handgun.



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

ADDRESS ONLY THE DIRECTOR
FISH AND WILDLIFE SERVICE

Memorandum

Date: November 18, 2008

To: Service Directorate and HRO Regional Offices

From: Director, Division of Human Capital 

Subject: Implementing Guidance for Wildlife Biologist Standard Position Descriptions

Enclosed for immediate Servicewide use are newly approved Standard Position Descriptions (SPDs) for Wildlife Biologist positions, GS-0486-5/7/9, GS-0486-9/11, and GS-0486-11/12. This implementing guidance outlines their application for use in consistent classification and position management services. SPDs for the Wildlife Biologist, GS-0486 series, were developed as a direct result of the National Wildlife Refuge System Career Pathways and the Division of Human Capital's objective to establish position standardization and consistency throughout the Service. These SPDs were developed based on work performed in biological programs within the Refuge System. However, they may be used, where appropriate, for Wildlife Biologists in any Service program.

The Service recognizes the complexity of these positions, and developing these SPDs is an organizational effort to address new roles and responsibilities and the professional and technical personnel who support it. This effort includes development of standardized position descriptions to clearly establish career paths for professional and technical personnel. Attached are:

1. Wildlife Biologist, GS-0486-5/7/9 (career ladder), SPD# S000342/S000343/S000344, is intended to cover most positions for Wildlife Biologists at a national wildlife refuge, refuge complex or other biological field location where the GS-9 is, or will be, the full performance level, when GS-9 work is clearly represented.
2. Wildlife Biologist, GS-0486-9/11 (career ladder), SPD# S000345/S000346, is intended to cover most positions for Wildlife Biologists at a national wildlife refuge or other biological field location where the GS-11 is, or will be, the full performance level, when GS-11 work is clearly represented.
3. Wildlife Biologist, GS-0486-11/12 (career ladder), SPD# S000347/S00038, is intended to cover most positions for Wildlife Biologists at a large national

wildlife refuge or other biological field location where the GS-12 is, or will be, the full performance level, when GS-12 work is clearly represented.

Use of these SPDs requires adherence to these additional guidelines to ensure consistency in the application of these SPDs. This includes use of the career ladders only where the work performed supports the intention of the full performance level.

Additionally, in keeping practice with HR policy requirements, the attached SPDs have been reviewed by Regional HR staff and subject matter experts in the National Wildlife Refuge System and approved by the Director for Servicewide implementation. These SPD's are effective immediately and supersedes any established Regional or Service PDs where the grade controlling duties of that position are representative of the work described for this group.

Questions regarding these procedures may be addressed to Megan Dreher, in the Division of Human Capital at (703) 358-1877.

Attachments

FLSA DETERMINATION WORKSHEET

Position Title/Series/Grade:

Wildlife Biologist, GS-0486-09

PD#: SPD S000344

This worksheet is a job aid for use in determining a position's exemption status under the FLSA. Exemptions are intended to be narrowly applied - if there is reasonable doubt as to a position's exemption status, then position must be classified as nonexempt. This worksheet is not designed for use in classifying firefighter, law enforcement, Federal Wage System, or teacher positions.

Answer the following questions and follow the instructions below to determine if a position should be classified as Nonexempt or Exempt. Questions must be answered in order (place a X or ✓ by the appropriate response in yes/no columns).

A. Executive Exemption Criteria (5 CFR 551.205)		
Condition:	If the answer is YES, then:	If the answer is NO, then:
Is the position a supervisor or manager who manages a Federal agency or any subdivision thereof?	Continue to next question	The position is not exempt under the Executive criteria. Go to the next table, Administrative Criteria. NO
Does the position Customarily and regularly direct the work of subordinate employees?	Continue to A1	The position is not exempt under the Executive criteria. Go to the Next table. Administrative Criteria.
A) PRIMARY DUTY TEST		
1) Does the position have authority to make, suggest, or recommend personnel changes that include (but are not limited to), selecting, removing, advancing in pay, or promoting subordinate employees?	Continue to A2 continue to B1	the position is not exempt under the Executive criteria. Go to the next table, Administrative Criteria. The position is not exempt under the Executive criteria. Go to the next table, Administrative Criteria.
2) Does the position Customarily and regularly exercise discretion and independent judgment in activities such as work planning and organization; work assignment, direction, review, and evaluation; and other aspects of management of subordinates, including personnel administration? (Hint-this generally does not include Team Leaders, as they are not involved in work planning.)		
B) 80% TEST		
1) Is the position at the GS-5 or GS-6 level?	Continue to B2	The position is Exempt under the Executive criteria.
2) Does the position spend at least 80% of the worktime on supervisory or closely related work ?	The position is Exempt under the Executive criteria.	The position is not exempt under the Executive criteria. Go to the next table, Administrative Criteria.

B. Administrative Exemption Criteria (5CFR 551.206)

Condition:	If the answer is YES, Then:	If the answer is NO, then;
<p>Is the position an advisor or assistant to management, a representative of Management, or a specialist in a management or general business function or supporting service? (Hint: generally this means in the management "loop" – advising, guiding, etc. Examples such as Human Resources, budget analyst, program analysts, contracting, etc.)</p>	continue to A1	<p>The position is not exempt under the Administrative criteria. Go to the next table, Professional Criteria.</p> <p style="font-size: 2em; color: blue; text-align: center;">NO</p>
<p>A) PRIMARY DUTY TEST</p>		
<p>1) Does the position's work significantly affect the formulation or execution of management program or policies (such as those listed above)?</p>	continue to B1	continue to A2
<p>2) Does it involve management or general business functions or supporting services of substantial importance to the organization serviced?</p>	continue to B1	continue to A3
<p>3) Does it involve substantial participation in the executive or administrative functions of a management official? (Hint; such as an executive secretary or chief of staff)</p>	continue to B1	The position is not exempt under the Administrative criteria. Go to the next table, Professional Criteria.
<p>B) NONMANUAL WORK TEST</p>		
<p>1) Does the position perform office or other predominantly nonmanual work which is intellectual and varied in nature?</p>	continue to C	continue to B2
<p>2) Does the position perform office or predominantly nonmanual work which is of a specialized or technical nature that requires considerable special training, experience, and knowledge? (Hint; pay particular attention to knowledge, Guidelines, and Complexity areas of the PD)</p>	continue to C	The position is not exempt under the Administrative criteria. Go to the next table, Professional Criteria.
<p>C) DISCRETION & INDEPENDENT JUDGMENT TEST</p>		
<p>Does the position frequently exercise discretion and independent judgment, under only general supervision, in performing normal day-to-day work? (Hint; Supervisory Controls area of PD (particularly part 2, employee's responsibility for carrying out the work, degree of independence in marking decisions).</p>	continue to D1	The position is not exempt under the Administrative criteria. Go to the next table, Professional Criteria.
<p>D) 80% TEST</p>		
<p>1) Is the position at the GS-5 or GS-6 level?</p>	continue to D2	The position is Exempt under the Administrative criteria.
<p>2) Does the position spend at least 80% of working on administrative functions and work that is an essential part of those functions? (Hint- this means that at least 80% of their work falls into areas A, B, and C above)</p>	The position is exempt under the Administrative criteria.	The position is not exempt under the Administrative criteria. Go to the next, Professional Criteria.

C. Professional Exemption Criteria (5 CFR 551.207)

Condition:	If the answer is YES, then:	If the answer is NO, then:
<p>A) PRIMARY DUTY TEST</p> <p>1) Does the work require knowledge in a field of science or learning customarily and characteristically acquired through education or training that meets the requirements for a bachelor's or higher degree, with major study in or pertinent to the specialized field as distinguished from general education? OR Does the position perform work, comparable to that performed by professional employees, on the basis of specialized education or training and experience which has provided both theoretical and practical knowledge of the speciality, including knowledge of related disciplines and of new developments in the field?</p> <p>2) Is the work in a recognized field of artistic endeavor that is original or creative in nature, e.g., sculpture, music composer, etc.?</p> <p>3) Does the work require theoretical and practical application of highly specialized knowledge in computer systems analysis, programming, and software engineering or other similar work in the computer software field?(Hint-this is further described in 5 CFR 551.207(A)(3). Be careful- it does not automatically include all GS-334, GS-391, or GS-2200).</p>	<p>continue to B <i>Yes</i></p> <p>continue to B</p> <p>continue to B</p>	<p>continue to A2</p> <p>continue to A3</p> <p>The position is not exempt under the Professional criteria.</p>
<p>B) INTELLECTUAL & VARIED WORK TEST</p> <p>Is the work predominantly intellectual and varied in nature, requiring creative, analytical, evaluative, or interpretive thought processes for satisfactory performance?</p>	<p>Continue to C <i>Yes</i></p>	<p>The position is not exempt under the Professional criteria.</p>
<p>C) DISCRETION & INDEPENDENT JUDGMENT TEST</p> <p>Does the position frequently exercise discretion and independent judgment, under only general supervision, in performing the normal day-to-day work?</p>	<p>continue to D1 <i>Yes</i></p>	<p>The position is not exempt under the Professional criteria</p>
<p>D) 80% TEST</p> <p>1) Is the position at the GS-5 or GS-6 level?</p> <p>2) Does the position spend at least 80% of working on professional functions and work that is an essential part of those functions? (Hint - this means that at least 80% of their work falls into areas A,B, and C above)</p>	<p>continue to D2</p> <p>the position is Exempt under the Professional criteria.</p>	<p>The position is Exempt under the Professional criteria. <i>Yes</i></p> <p>The position is not exempt under the Professional criteria.</p>

Summary: Position Title, Series, and Grade: _____
 FLSA determination: Nonexempt Exempt under the following criteria (more than one may apply)
Quilia E. King
 Human Resources Specialist (Class/Comp) _____
 AD-BPHC, DHC, Branch of Human Resources

Executive
 Administrative
 Professional

GS-07 5000 343
and GS-05 5000 342
remain non-Exempt.

Date: *02/12/2009*